

Chapter 25
REQUISITIONING

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Section A--GENERAL.

25.1. Purpose.

25.1.1. The policies, instructions, and procedures contained herein constitute the AF interpretation and application to DOD Manual 4140.17-M, MILSTRIP.

25.2. Scope And Applicability.

25.2.1. The procedures, forms, and formats of MILSTRIP are mandatory upon all military services. They are applicable to all requisitioners authorized to request supply support from any supply distribution systems, including requisitions for stores stocked items to GSA. They are equally applicable to all AF requisitioning and issue transactions, except for specific exclusions, which emanate from bases or the equivalent, depots, etc., including reserve forces such as NGB/ROTC civilian agencies authorized to request materiel from AF supply distribution systems, and foreign countries participating in the foreign military sales and security assistance program grant aid.

25.2.2. Air Force, as well as other military department implementation, will encompass the total uniform system, utilizing the forms and procedures specified by the DOD MILSTRIP manual in both base and depot operations. Certain specifically identified codes have been assigned for intra-Air Force use only, to the degree permitted by MILSTRIP; however, they must never appear on transactions that exceed the confines of the Air Force.

25.3. Exclusions.

25.3.1. MILSTRIP is not applicable to internal transactions within bases or the equivalent for local support of functions, organizations, and activities satellited thereon, irrespective of whether or not cross-servicing agreements are in effect, nor to those specific types of transactions incorporated herein.

25.4. System Maintenance.

25.4.1. The DLA has been assigned responsibility for MILSTRIP and will Insure continuous operation in a uniform manner by each of the military departments and GSA. The following are specific responsibilities of the DLA:

25.4.1.1. Implement amendments to the system within the time frames established by the DLA.

25.4.1.2. Insure adherence to the system, Including the principles, rules, coding structures, and use of forms and

formats.

25.4.1.3. Develop new or revised procedures and coding structures, other than those reserved for service assignment.

25.4.2. The DLA is assigned responsibility for amendments to the MILSTRIP manual (from which AF procedures evolve) after proposed amendments have been coordinated with the military services. If any military service nonconcurs in a proposed amendment, the matter is referred to the Assistant Secretary of Defense for resolution.

25.4.3. Unless otherwise specified, recommended revisions and amendments by AF activities to any portion of AFM 67-1 having bearing upon MILSTRIP will be forwarded through command channels to AFLC/MMLSW, which is the AF focal point. Prior to submission and during evaluation by intermediate and major command headquarters, each recommendation and/or suggestion will be reviewed for equal applicability and value to other participating services in view of the principles of concepts expressed in paragraph 25.5.

25.5. Principles Of Concepts.

25.5.1. MILSTRIP is designed to accommodate all military services and not the Air Force alone nor any other service individually. To attain a standardized position within which all elements of the defense establishment might function with a reasonable degree of compatibility and efficiency, numerous compromises were embodied. With few exceptions, MILSTRIP procedures prescribed by the DOD are inviolate in nature, codes, forms, usage, etc.

25.5.2. MILSTRIP, as the name applies, is a requisitioning and issue procedure. It does not provide management, authorization or reporting beyond those elements essential to fulfillment of its basic intent. Additional requirements for isolating specific types of transactions or for gathering of pipeline, not operationally ready supply, etc., or other measurement or reporting data, must be attained by separate and distinct methods. Authority does not exist for unilateral inclusion, by any military service, of elements of data beyond those prescribed or authorized, nor for multiple columnar use to accommodate other desires and/or functions.

25.6. Relationship To Other Portions Of AFM 67-1.

25.6.1. Whenever other portions of AFM 67-1 or other AF publications conflict with this part, the matter will be submitted through command channels to AFLC/MMLSW for resolution.

25.7. Communication.

25.7.1. General. MILSTRIP is designed to permit transmission and receipt of requisitions and related documents by electrical communications, mail, telephone and courier. To assure responsive and expeditious processing, the media of communication used will be consistent with, and subject to, the limitations for use of media and status codes. The media to be used and the normal order of preference for use of each media is as follows:

25.7.1.1. Data pattern message (card image) will be electrically transmitted for all priority designator 1-15 documents. This is the most desirable, fastest, most reliable method and provides for receipt in card image suitable for machine processing.

25.7.1.2. Formatted messages electrically transmitted by mode "V" teletype terminals through the Defense Automatic Addressing System (DAAS). This method allows the sender to transmit MILSTRIP formatted documents by message, which, when received by the ultimate addressee, will be in data pattern message (card image) suitable for machine processing. This method has a limitation of 66 characters per data line (that is, columns 1-66) unless the message terminal has been modified to accommodate up to 80 characters. The

formatted message can be utilized for all priority designators.

25.7.1.3. Narrative messages electrically transmitted will normally be used for priority designator 1-1-8 documents only. They may be used for priority designator 1-9-15 documents when air mail or other means will not suffice. (See part four; chapter 2, attachment B, introduction, for specific rules in the preparation and content of MILSTRIP narrative message formats.) Narrative messages are a less desirable method due to inherent delay and potential for error in transcribing into card image, machine sensible, format for processing. Narrative messages should be used on an exception basis and only as a means for electrical submission of MILSTRIP documents in prescribed formats. Formatted messages, part four; chapter 2, attachment B-31, may be used for submitting document to the DAAS for mechanical processing.

25.7.1.4. Air or regular mail, or courier will be used for priority designator 1-9-15 documents except as provided in paragraphs 25.7.1.1. and 25.7.1.2. The container/envelope will be conspicuously marked "MILSTRIP." Mechanically prepared and interpreted documents should be used to maximum extent practicable. Mail will be used when advantageous from a time and distance standpoint. Mailed documents will be in punched card format and cards will be interpreted whenever keypunch facilities are available.

25.7.1.5. Telephone for priority designator 1-1-3 documents when any of the following conditions exist:

25.7.1.5.1. Data pattern and narrative message facilities are not available.

25.7.1.5.2. Pilot pickup is planned within 24 hours.

25.7.1.5.3. Exception data is absolutely necessary to convey the true urgency of the requirement and the exception data cannot be transmitted in an exception document. NOTE: Violations of the intent of this provision will be reported to the DOD MILSTRIP system administrator for corrective action. Telephone is not a desirable media due to potential for error in transcribing into card image, machine sensible format for processing. Telephone transactions will not be confirmed by submission of documents by other media.

25.7.2. The DAAS shall be utilized in the supply and distributions Systems of all services/agencies and by agreement, in the GSA system and systems of other federal agencies.

25.7.3. Electrical communications.

25.7.3.1. The Defense Communications System, Automatic Digital Network (AUTODIN) is a world-wide DOD computerized general purpose communications system which provides for transmission of narrative and data pattern (card image) traffic.

25.7.3.2. Content indicator code in communications message headers identifies various types of traffic and provides a reference/indicator to communications personnel for routing, handling and speed of processing messages received, based on the local command policies and procedures. In the case of MILSTRIP traffic, the second position of the content indicator code should always be alpha "A." Appropriate local rules should be established for communication terminal routing and handling of MILSTRIP documents received to ensure that they reach the appropriate elements for processing.

25.7.3.3. With reference to paragraph 25.7.3.1. and 25.7.3.2., users of the MILSTRIP system should be familiar with, and establish local procedures to provide for efficient use of the facilities and capabilities of the supporting communication terminal which provides communication services. This should include use of media and status codes which are compatible with the most efficient receiving capability of the servicing terminal.

25.7.4. Communications precedence. The applicable communications precedence to be used for all electrical transmission of MILSTRIP documents in both data pattern and narrative message formats. In accordance with

JANAP 128, it is as prescribed herein:

25.7.4.1. Communications precedence applies to both data and narrative messages.

25.7.4.2. The assignment of precedence is the responsibility of the message originator, that is, requisitioner or supply source, as determined by the subject matter and time factors involved.

25.7.4.3. The communications precedence does not dictate the action to be taken by the addressee, nor the precedence thereof. Message precedence for logistics (that is, MILSTRIP) traffic applies to speed of transmission and handling in the communications system. This applies to both data pattern and narrative messages.

25.7.4.4. The commander on the scene may assign a precedence of "IMMEDIATE" to priority designators 1-13 requisitions if in his judgment, the urgency of the situation dictates such expeditious handling of the requisition through the communication systems. A precedence of "IMMEDIATE" will not be routinely assigned to any requisition or other logistics data system document.

25.7.4.5. The communications precedence guide for all MILSTRIP documents is as follows:

| Documents | UMMIPS Priority Designators | Precedence | Minimize |
|--|-----------------------------|------------|----------|
| All | 1-18 | Priority | Priority |
| All | 9-15 | Routine | Routine |
| All without UMMIPS Priority Designator | None | Routine | Routine |

25.7.4.6. As used in MILSTRIP, the following terminology applies as pertains to electrical communications:

25.7.4.6.1. DCS AUTODIN will be interpreted to include all electrical transmissions, including teletypewriter, since these circuits are connected to the DCS AUTODIN system.

25.7.4.6.2. Formatted teletype message is formatted, fixed length of 68 characters unless modified to accommodate 80 characters, which allows for one transaction/document per line without paragraph numbering. This type of message is not a machine sensible transaction/document at the site of origin, but when routed through DAAS by mode "V" teletype can be converted to a data pattern message (card image). When routing through DAAS the content indicator code must be "IAZZ" and language media format (tape to card).

25.7.4.6.3. Data pattern message is a machine sensible document/transaction in a fixed-length, 80-character card image/format suitable for mechanical processing upon receipt.

25.7.4.6.4. Narrative message is not a machine sensible transaction/document, but variable length, in-the-clear language message not suitable for mechanical processing upon receipt. Narrative messages are commonly referred to as "teletype," "dispatch" or "TWX." As used in MILSTRIP, narrative messages have a text prefix, that is, MILSTRIP REQUISITION, MILSTRIP STATUS, etc. Examples of MILSTRIP narrative message formats are included in part four, chapter 2, of this manual. Narrative messages will not be sent to the DAAS when mechanical processing is required. In the event activities require communications with the supply source by narrative message, the activity may forward the message directly to the supply source in compliance with communications requirements.

25.8. Unused.

25.9. Unused.

25.10. Unused.

25.11. Unused.

25.12. Unused.

SECTION B--SUPPLY OPERATING PROCEDURES.

25.13. Scope.

25.13.1. The uniform criteria prescribed herein will be used by all AF requisitioners authorized to request supply support from AF supplying depots and defense supply centers.

25.13.2. These procedures are not applicable to:

25.13.2.1. Bulk petroleum

25.13.2.2. Inter- and intra-departmental purchasing operations.

25.13.2.3. Forms and publications. (However, requirements for these items placed on General Services Administration (GSA) and Navy will be submitted in the prescribed MILSTRIP requisition format.)

25.13.2.4. Communications Security (COMSEC) equipment. COMSEC aids (keying materiel) and all items including classified components. Individual elements and repair parts. which are classified and designated crypto, or which are normally handled through crypto channels.

25.13.2.5. Coal and coke.

25.14. Forms.

25.14.1. The forms prescribed for use in MILSTRIP are as described herein.

25.14.2. The basic considerations in design of the forms are explained as follows:

25.14.2.1. The forms, although separately identified, are designed for a complete "system" and therefore complement one another as to the placement of data and captions.

25.14.2.2. The forms are designed for data entries by means of machine, typewriter, ballpoint pen, or pencil.

25.14.2.3. The forms are designed to facilitate the conversion of written data entries to a punched card in any organizational element of the supply system.

25.14.3. AF Form 1220, "Single Line Item Requisition System Document (Manual-long form) (LRA - Local Reproduction Authorized). A paper document designed for use in requisitioning national stock number (NSN) items, part number items, and other items for which the DD Form 1348M, "DOD Single Line Item Requisition System Document" (Mechanical)/DD Form 1348-6, "DOD Single Line Item Requisition Document" (Manual Long Form), does not permit inclusion of sufficient pertinent identifying data. This document may be used on an optional basis only within the Air Force to meet the special informational requirements of safety, procurement and supply personnel to accomplish their respective mission with a minimum of difficulty.

25.14.3.1. This form is a multi-part document measuring 11" high (top to bottom) by 8½" wide (left to right) which includes outside margins of ½" on all sides. The image of an 80 character record, at the top of the form, will be spaced to facilitate use of a typewriter using 10 pitch type (10 characters per inch) without requiring adjustment between fields of data. The form may be prepared by typewriter, ball point pen, pencil, or any other suitable instrument. This form is in single sheets which are authorized for local reproduction (LRA) for use by

AF activities when the need arises.

25.14.3.2. This form consists of MILSTRIP coded data in record positions 1 through 80 (similar to DD Form 1348-6), a reject code field, and identification data entries which are useful/necessary in processing the item through various organizations. The size of the form permits folding and filing in standard file cabinets. The form may be reproduced in as many copies as required to satisfy the requirement of each local AF activity.

25.14.3.3. Data blocks in the body of the form have been designed to meet the unique informational requirements of local organizations such as supply, procurement, and safety. This form is not intended to replace DD Form 1348-6 and its current use; however, customers may choose to use the form when certain requirements call for more descriptive data, safety coordination, sole source/brand name justification, etc.

25.14.4. DD Form 1348, "DOD Single Line Item Requisition System Document (Manual)." A four- or six-part form consisting of either two EAM cards-Manila or paper (arranged as the first and last copies) with two or four paper forms, carbon interleaved. The use of EAM cards or paper as the first and last copies is optional. However when paper is used, the first copy will be bond paper or equivalent and the last copy may be bond paper or tissue. The form size will remain unchanged when either cards or paper are used. All copies are identical in format. When required, unit price and total price data will be entered in blocks T and U, respectively, on copies 2, 3, and 4 and, at the option of the requisitioning service agency, may be entered on the original copy. When unit and total price appears on the original the data will also be entered in blocks T and U respectively. In addition, the original card, when used, is upper left corner cut.

25.14.4.1. The form is used as a:

25.14.4.1.1. Manual requisition or manual requisition modifier.

25.14.4.1.2. Manual follow-up.

25.14.4.1.3. Manual cancellation.

25.14.4.2. Although the top card of this form is basically the same as DD Form 1348m, there are minor differences which are explained as follows:

25.14.4.2.1. There is no application to the 552 or 557 interpreter; therefore, a second interpreting line is not provided. The data blocks are positioned to permit keypunch of the written data in the card as the card is punched.

25.14.4.2.2. The manual form moves only from the requisitioner to the supply source; therefore, neither the top nor bottom line provides a caption for "suffix" or "status." For the same reason the bottom line is furnished as a columnar guide for a keypunch operator and does not provide captions for the variable data in columns 67 through 80.

25.14.4.2.3. Inasmuch as the manual form will ordinarily be mailed, blocks A and B are provided for entry of in-the-clear addresses to facilitate handling.

25.14.5. DD Form 1348m, "DOD Single Line Item Requisition System Document (Mechanical)." A standard EAM card-Natural, with upper left corner cut.

25.14.5.1. This form is used as:

25.14.5.1.1. Requisition or requisition modifier.

25.14.5.1.2. Follow-up.

25.14.5.1.3. Passing order.

25.14.5.1.4. Cancellation.

25.14.5.1.5. Supply status.

25.14.5.1.6. Request for improved estimated shipping date.

25.14.5.1.7. Shipment status.

25.14.5.1.8. Materiel release order or materiel release order modifier.

25.14.5.1.9. Referral order.

25.14.5.1.10. Redistribution order.

25.14.5.1.11. Materiel release confirmation.

25.14.5.1.12. Materiel release denial (warehouse refusal).

25.14.5.1.13. Materiel obligation validation request.

25.14.5.1.14. Materiel obligation validation response.

25.14.5.1.15. Notice of availability.

25.14.5.2. Only one card form is provided for multiple formats with control of a specific format maintained by means of the document identifier code.

25.14.5.3. The card document data entries will differ depending upon the type of transaction involved. Due to the numerous data entries prescribed for entry in columns 67 through 80 (dependent upon the transaction), the caption on the bottom line is: **"VARIABLE DATA ELEMENTS DEPENDING ON DOCUMENT IDENTIFIER CODE."**

25.14.5.4. The card is designed primarily for electrical transmission and mechanical processing, therefore, interpretation would not normally be required. However, interpretation capability has been included to provide flexibility and interpretation of all data elements for all documents. The first 59 characters of data are interpreted on the top line, and data contained in columns 60 through 80 are on the second line of interpretation. This may cause specified data to be separated or split; however, continuity of columns 1 through 80 has been maintained.

25.14.5.5. Data blocks in the body of the form consider the requirement of organizations using manual procedures. Data blocks A and B, which are included on the manual form, are not required on the mechanical card and therefore the first block provided on the latter form is identified by "C" and continues with data blocks identical to those included on the manual form. The data blocks identified with numerics 1 through 80 are provided for entry of written data corresponding to the top line captions pertaining to a requisition. Blocks D through K are included for entry of data by processing points and pertain to requisition editing and status preparation. Blocks C and L through W are utility blocks to accommodate local requirements.

25.14.6. DD Form 1348-1. "DOD Single Line Release/Receipt Document." A six-part paper carbon-interleaved continuous form of pinfeed, tear-away configuration, measuring 8 inches wide (usable), and 5½ inches in length (top to bottom). The form is designed to accept 10 printed characters to the inch.

25.14.6.1. This form is used as:

25.14.6.1.1. Release document from distribution point to consignee resulting from a requisition.

25.14.6.1.2. Release document for retrograde materiel or inter-base (post, camps, stations, etc.) movement.

25.14.6.1.3. Materiel returns from base to depot.

25.14.6.1.4. Receipt document by the consignee.

25.14.6.1.5. An acceptable and preferred requisition when requesting property directly from defense reutilization and marketing offices (DRMOs).

25.14.6.2. This form is designed to accommodate the various elements of data used by any of the services as source information for preparing other documentation. This multi-part paper document enables the supply source to use a single method of documentation for all requisitioners and provides a standard receiving document that will accommodate both manual and machine-equipped requisitioners and consignees. The form is designed to accommodate 10 printed characters to the inch, on one line at the top of the form, which can be printed from one 80 column EAM card containing all the data significant to the requisitioner.

25.14.6.3. The military services/agencies have the option to stock the DD Forms 1348-1 with perforated parcel post label. attached to the outer right hand edge of the forms. The labels will be designed to enable attachment to parcel post packages for accomplishment of franked mail privileges. These labels may be designed with a horizontal perforation dividing the attachment into two sections, the upper portion be used for such internal processing purposes as may be locally prescribed. When this type of label is used card should be taken to ensure that the parcel post portion is large enough to accommodate both the Ship-To and Mark-For addresses. (This may require lowering the perforation.) Numbering of copies and location of the numbers on the form and/or attachment, will be at the service/agency option. when the address labels are used, the overall size of the basic DD Form 1348-1 will remain unchanged. Since the labels will be separated from the DD Form 1348-1 and used independently thereof, the military services/agencies are authorized to use internally established form numbers on the labels.

25.14.7. The preprinted DD Form 1348-1a is 8½" long (side to side) and 5½" high (top to bottom). when printed on plain stock paper on a high or low speed nonimpact printer, the entire form may be produced either two per 8½" x14" sheet of paper or optionally three per 8½"x14" sheet of paper. when printed three per 8½"x14" sheet of paper, the form is 7¾" long (side to side) and 4¼" high (top to bottom). when optional printing of the form is used, such as, three forms per 8½"x14" sheet of paper, the originator of the form shall ensure the form, spacing, size, and data entered thereon are legible and capable of being interpreted by a LOGMARS scanning device. Block numbers are provided for data entry. Data which are entered in the data blocks are provided in chapter 5, DODM 4000-25-1 (MILSTRIP). Block number 27 will contain all required additional data in the clear text that is not shown elsewhere in the form. The clear text may be in conjunction with bar coded information for those activities possessing bar coded capability.

25.14.8. Standard Form 344, "Multi-use Standard Requisitioning/Issue System Document," is a multi-line item document designed to accommodate a maximum of 15 single line items on one sheet.

25.14.8.1. The SF 344 is multiple-part, paper document, measuring 10½ by 8-inches. This form may be prepared by ballpoint pen, pencil or by typewriter. it consists of two parts, one of which reflects document identification data and the other, requisition data. The document identification data serve to identify a single document and are applicable to each line item being requisitioned. The requisition data are the data applicable to the specific item being requisitioned. No deviations or modifications are authorized in the size, format, or use of this form other than as prescribed in this manual. The block alignment of this form is compatible with the numeric block alignment of DD Forms 1848 and 1848m.

25.14.8.2. This form may be completed in as many copies as required. However, only the original copy will be submitted to supply sources as a requisition.

25.14.8.3. The SF 344, when used, is authorized for use only as a requisition by the following activities:

25.14.8.3.1. Army, Navy, Air Force, and Marine corps requisitioners placing demands on other military service supply sources, when the form is specified in interservice support agreements between the services involved. (Internal use within a DOD component will be prescribed by each military service and defense agency.)

25.14.8.3.2. Military service requisitioners placing demands on GSA and on DLA supply centers, when prescribed by the service implementation of these procedures.

25.14.8.3.3. Civilian agencies authorized to place demands on military supply sources and the DLA supply centers.

25.14.8.3.4. FMS customers authorized to requisition from US military logistics systems.

25.14.8.4. The SF 344 will be used by authorized activities when:

25.14.8.4.1. Requisitioning sources do not have access to punch card or ADP capability when requisitioning more than a single item on the same day from the same supply source.

25.14.8.4.2. Items being requisitioned are not identified by stock or part numbers.

25.14.8.5. The data entries of SF 344 are the same as prescribed for requisitions submitted on DD Forms 1348 and 1348m. The signature block is not required to be completed on requisitions submitted by military requisitioners on DOD supply sources. Block 23 (Remarks) is provided for entry of data necessary to assist in supply decisions and which cannot be accommodated by the prescribed MILSTRIP codes.

25.14.8.6. Each item contained on SF 344 will be processed separately as a single line without regard to other items contained in the document. In this respect, subsequent transactions, such as status, cancellations, follow-ups, etc., will be accomplished on a single line item basis by use of either the DD Form 1348 or DD Form 173, "Joint Messageform."

25.14.8.7. When the form is used to requisition items not identified by NSNs or part numbers, the item descriptions may be written across an entire line or lines under requisition data, without regard to columnar headings. Such data as the quantity, serial number, supplementary address, and signal and advice codes will be entered directly below the item descriptions in appropriate blocks. When more than one delivery date is applicable to a single item, block 21 will be left blank and delivery dates will be reflected on the line(s) directly beneath the desired items.

25.14.8.8. The use of SF 344 as a requisition for industrial plant equipment ('PE) is limited to military department requisitioners. This multiple-use form is not authorized as an invoice/shipping document for IPE.

25.14.9. DD 1348-6, "DOD Single Line Item Requisition System Document (Manual-Long Form)." A paper document designed for use in requisitioning national stock number (NSN) items, part number items or other items for which the DD Form 1348M does not permit inclusion of sufficient pertinent identifying data.

25.14.9.1. This form is a multiple part, paper document measuring 7 3/8 by 6 1/2 inches. The form may be prepared by ballpoint pen, pencil or typewriter. It consists of two parts, one of which reflects MILSTRIP coding data to the extent practicable and the other such technical data as may be necessary for positive identification of the item. Provisions are made for a fold line in the middle of the form to permit folding and filing with any applicable DD forms 1348.

25.14.9.2. This form may be completed in as many copies as required. However, only the original copy will be submitted to supply sources as a requisition.

25.14.9.3. Provision is included in the form for a separate reject code block for use by the supply source to reject the requisition, without preparation of another status document.

25.14.9.4. When used, this form will always be mailed.

25.14.10. GSA Form 10050, "Clew Text Supply/Shipment Status Information Mailer." A two-part paper form of continuous pinfeed, tearaway, EZ-mail configuration, designed for computer printing and immediate mailing. The outside dimensions are 5½ by 11½ inches. Seven status documents can be printed on the mailer in easy to read format. The mailer is currently used by GSA and civil agencies in lieu of interpreted punched cards.

25.15. Types Of Requisitions.

25.15.1. Requisitions are categorized into three types, identified as priority groups (defined in chapter 24).

25.15.2. The key to achieving and maintaining a well balanced stock position is timeliness in submission of stock replenishment requisitions. Base commanders will establish local procedures which will provide them positive assurance that stock replenishment action has been taken when the reorder point of an item has been reached, and/or when planned program requirements or issue experience reveals the necessity for the establishment of stock levels. Continued emphasis on stock replenishment requisitioning will minimize the necessity for priority requisitioning.

25.15.3. Initial requisition for end item awaiting parts (AWP) bit and piece requirement will be submitted to the wholesale supply source first. This action will insure that second destination transportation (SDT) funds are not used for bit and piece requisitions, which may not make the end item serviceable. Additionally, the stock position of the AWP end item must be taken into consideration. For example, if serviceable end item stock is on hand, the AWP end items will be retained at base and bits and pieces ordered from the wholesale supply system. Also, management actions such as cannibalizing from one AWP end item to another may be done with bit and piece parts on order with wholesale supply system. Bits and pieces must remain on order with the wholesale supply system for the end item to remain in AWP status.

25.16. Priority Designators.

25.16.1. Priority designators will be assigned by requisitioning activities using the appropriate force/activity designators related to the urgency of need designators, as prescribed in chapter 24.

25.16.2. When emergencies are created by a shortage of materiel on previously submitted requisitions, requisition modifiers may be submitted citing appropriate priority designators in those instances where the quantity required for emergency is the same as the quantity shown on the original requisition. When shortages of materiel creating emergencies are not the same quantity as that requisitioned, new requisitions citing appropriate priority designators will be submitted for those quantities necessary to satisfy the emergency. Cancellations of original requisitions will be submitted whenever feasible, as prescribed in paragraph 25.25.

25.17. Preparation Of Requisitions.

25.17.1. Requisitions will be prepared on DD form 1348m, 1348, or 1348-6.

25.17.1.1. DD Form 1348m will be prepared by activities having the required ADP and/or PCAM equipment. Requisitions so prepared will be keypunched and interpreted as shown in paragraph 25.38. When manual annotations are required to facilitate mechanical preparation of requisitions, they will be as prescribed in paragraphs 25.17.1.2.4. and 25.17.1.2.5.

25.17.1.2. DD form 1348 will be prepared by activities not having the required PCAM equipment. This form may be prepared by typewriter, pencil, or ballpoint pen.

- 25.17.1.2.1. Data will not be entered on the top line unless keypunching is accomplished at source.
- 25.17.1.2.2. Enter initial source of supply in block A.
- 25.17.1.2.3. Enter requisitioner's account number in block B.
- 25.17.1.2.4. Heavy black-bordered blocks D through K and columns 67-80 in block 23 will be left blank.
- 25.17.1.2.5. Commencing in block 1 and progressing through block 22, enter appropriate coded data as prescribed in paragraph 25.17.2. These blocks relate directly to the columnar alignment (columns 1-66) across the top of the form.
- 25.17.1.3. DD Form 1348-6 will be used when the requisition coding structure does not provide sufficient data to permit the supply source making supply decision and/or non-NSN requirements data exceed the stock-part number field or reference data field. The "IDENTIFICATION DATA" portion of the form replaces AF Form 1999, "Controller Certification Record." The DD form 1348-6 may be transmitted in message form or mailed in those instances where facilities are not available to the requisitioner enabling electrical transmission of documents. Document identifier codes "A0E" or "A05" will be used in conjunction with DD forms 1348-6, regardless of method of transmission.
- 25.17.1.3.1. Columns 67-80, DD Forms 1348-6, will be used for entry of reference identification when submitting requisitions to AFMC ALCs. Requisitions to non-AF ICPs will utilize columns 71-80. Non-AF ICPs have expressed the following preferences for entry of reference identification in columns 71-80:
- 25.17.1.3.1.1. GSA-Noun description.
- 25.17.1.3.1.2. Army-Technical order/technical manual.
- 25.17.1.3.1.3. Navy-Technical order.
- 25.17.1.3.1.4. DLA-No preference stated.
- 25.17.2. The required data for requisitions are prescribed as follows. These elements of data provide the information essential to provide for requisition processing and status.
- 25.17.2.1. Document identifier (columns 1-3).
- 25.17.2.1.1. First position (column 1) Enter an "A" to identify the document as a transaction relative to the MILSTRIP.
- 25.17.2.1.2. Second position (column 2)-Enter a numeric zero to identify the document as a requisition.
- 25.17.2.1.3. Third position (column 3)-A numeric code will be entered in this column when shipment is to be made to an overseas consignee. An alphabetic code will be entered when shipment is to be made to a domestic consignee. The specific numeric or alphabetic code to be entered will be determined by the type of data entered in the stock number field and/or remarks space, as follows (part four, chapter 1, attachment 1):
- 25.17.2.1.3.1. Any requisition containing an NSN, irrespective of additional codes in columns 19-22, must have a "1" (for overseas shipment) or an "A" (for domestic shipment) entered therein unless additional data is contained in the remarks space.
- 25.17.2.1.3.2. Any requisition containing a manufacturer's code and part number must contain a "2" or "B" unless additional data is entered in the remarks space.
- 25.17.2.1.3.3. Any requisition containing a NATO stock number must contain a "3" or "C" unless additional data is entered in the remarks space.

25.17.2.1.3.4. Any requisition containing a number other than an NSN, part number, or NSN (NATO) must contain a "4" or "D" unless additional data is entered in the remarks space. Nonlisted (L) numbers will never be used when submitting requisitions to supplying activities within established distribution systems.

25.17.2.1.3.5. Whenever additional data is entered in the remarks space, regardless of the content of any columns of the requisition, this column must contain a "5" or "E".

25.17.2.2. Routing identifier (columns 4-6) -A three-position code will be entered to show the source of supply to which the requisition is to be forwarded for supply action. Routing identifier codes are listed in part four, chapter 1, attachment 3.

25.17.2.3. Media and status (column 7)-A code other than zero will be entered to designate that status information is required. The specific code to be entered will be determined by the requisitioner and will depict the activity to receive status (requisitioner or supplementary addressee), the status information required (exception supply status, 100 percent supply status, exception supply status and shipment status, or 100 percent supply status and shipment status), and the communications media (transceiver, mail, or message) (part four, chapter 1, attachment 4). The media and status code will not be altered during processing except in those instances when a requisition modifier document is prepared.

25.17.2.4. Stock number (columns 8-22)-Enter the stock or other number of the item required. Specific instructions with respect to the various types of prescribed stock number entries are included in part four, chapter 1, attachment 5. The type of number entered will be indicated in column 3 of the document identifier.

25.17.2.5. Unit of issue (columns 23-24)-Enter the two letter abbreviation as shown in the applicable catalog or stock list.

25.17.2.6. Quantity (columns 25-29)-Enter the quantity required adjusted, whenever possible, to multiples of unit pack. Only those requisitions which are identified as nonrecurring requirements may routinely be assigned advice code "2D." If the unit pack quantity would result in excesses to normal requirements, the exact quantity required will be requisitioned using MILSTRIP advice code "2D." If the quantity required exceeds five digits, additional requisitions containing separate document numbers will be prepared. Separate requisitions will also be prepared when specific sizes, lengths, etc., are required and not covered by a specific stock number. In the latter instance, the desired information will be entered in the remarks space and the requisition will not be transmitted by DCS AUTODIN.

25.17.2.7. Document number (columns 30-43)-A 14-digit number will be assigned each item requisitioned to identify the line item throughout the system. The document number is composed as follows:

25.17.2.7.1. Service (column 30)-The appropriate code assigned to the specific type of AF document number; that is, "D"-SA program, "E"-contractor, "F"-AF activity (part four, chapter 1, attachment 2).

25.17.2.7.2. Requisitioner (columns 31-35)A five-digit field consisting of a letter designating the type of account; that is, "B" for base supply account, "D" for depot supply account, "P" for petroleum account, "WI" for weapon system account, etc., followed by the four-digit serial number assigned the requesting activity. The appropriate signal must be entered in column 51 to stipulate intentions as to shipment and billing.

25.17.2.7.3. Date (columns 36-39)The date the requisition is prepared and transmitted. This date will consist of the last digit of the calendar year, followed by the three-digit day-of-the-year.

25.17.2.7.4. Serial number (columns 40-43)-A four-digit serial. number will be assigned for each item requested. Serial numbers may consist of alpha and/or numeric characters. Serial numbers with alphabetic codes "I" through "U," column 40, are reserved and are to be assigned only when authorized by a military standard system. Blocks

of numbers may be assigned by commodity class or other media deemed most efficient. Serial number.

should be assigned beginning with the lowest serial number within a block of numbers and continue consecutively for that day. In no event will duplicate serial numbers be assigned during any one day.

25.17.2.8. Demand (column 44)-Enter code "R" or "N" to designate whether the demand is recurring or nonrecurring, respectively. Enter the alphabetic code "0" when submitting, requisitions for substitute items (offered by materiel managers under status code "BC") which are acceptable in lieu of previously requisitioned, but delayed items (part four, chapter 1, attachment 11), and for initial fill of prepositioned war reserve materiel stock (PWRMS) consumable (expendability recoverability, reparability category (ERRC) codes "XB3" and "XF3") item requirements.

25.17.2.9. Supplementary address (columns 45-50).

25.17.2.9.1. This field will be completed when an activity other than the requisitioner (columns 31-35) is the desired consignee (ship to) and/or the intended bill to address.

25.17.2.9.1.1. Service (column 45)-Enter the service designator code applicable to the consignee (ship to) or bill to activity (part four, chapter 1, attachment 2).

25.17.2.9.1.2. Coded address (columns 46-50)-Enter the coded address assigned by the service. The account number or activity number will be established and disseminated by each of the services, single managers, and GSA (part four, chapter 1, attachment 13).

25.17.2.9.2. When an entry in this field is not required for ship to or bill to purposes, the requisitioner may enter data as desired in columns 46-50 for internal processing or control, provided the code "Y" is entered in the first position of the field (column 45), In these instances the signal code (column 51) must be "A," "C," or "D."

25.17.2.10. Signal (column 51)-Enter the appropriate code to identify the consignee (ship to) as well as the activity to receive and effect payment of bills (bill to), when applicable (part four, chapter 1, attachment 14).

25.17.2.11. Fund (columns 52-53)-Enter the appropriate fund code, when applicable (AFR 177-101).

25.17.2.12. Distribution (columns 54-56).

25.17.2.12.1. Enter a numeric zero in the first position (column 54). This column will be further used by item managers (IMs), as outlined by part four, chapter 1, attachment 16.

25.17.2.12.2. The applicable purpose, ownership, or system designator code, as prescribed in part four, chapter 1, attachments 28 and 39, will be entered in columns 55-56. A numeric zero will be entered in column -55 in all instances where a single digit ownership or purpose code is applicable.

25.17.2.13. Project (columns 57-59)-To identify property being requisitioned for support of recognized and preestablished projects, the applicable project code (part four, chapter 1, attachment 17) will be entered. This field will be left blank when the requisition is not in support of a preassigned project for which a code has been assigned. NOTE: For selected Air Force Contract Maintenance Center Far East contractor accounts and rapid area maintenance teams authorized mission capability (MICAP) requisitioning in support of crash/battle damaged aircraft use (*78). See chapter 24 for appropriate priority designator.

25.17.2.14. Priority (columns 60-61) - Enter the appropriate priority designator (chapter 24).

25.17.2.15. Required delivery date (RDD) (columns 62-64)-The assigned priority designator determines the standard delivery date (SDD). This field will be left blank except:

25.17.2.15.1. When the prescribed time frames are not applicable. When SDD time frames are not applicable, an RDD may be entered as prescribed in chapter 24.

25.17.2.15.2. When the requisition is to satisfy a MICAP condition, or expedited handling critically needed item requirement, the codes specified in chapter 24 will be entered.

25.17.2.16. Advice (columns 65-66)-This field will be left blank unless a specific code is required to accommodate a given condition as listed in part four, chapter 1, attachment 18, part I.

25.17.2.16.1. Advice code "2B" will be used only when a specific requirement makes the issue of the requested item mandatory.

25.17.2.16.2. Requisitions for conventional ammunition will contain advice code "3Q," "3W," "3Y," "3Z," "3V," or "3X," as applicable, when usable condition code "E" stock is acceptable.

25.17.2.16.3. Advice Code "6F" for ND2/NF2 items requires written documentation in message form be submitted to the IM by the requisitioning activity which the intended use of the item for which accountability will be lost at the ALC level.

25.17.2.17. Columns 67-80-These columns will always be left blank on requisitions submitted to DLA, GSA, or interservice. Unless otherwise specifically authorized by AFM 67-1, these columns will be left blank on requisitions submitted to AF depots. DD Forms 1348 and 1348m were designed to provide direct input processing capability which requires entry within the distribution systems of variable data such as routing identifiers, instruction codes, price data, etc. Any data entered in these columns by requisitioners will be immediately lost as additional data is superimposed therein to accommodate the processing and passing requirements inviolate to MILSTRIP.

25.17.2.18. Remarks space--Blocks 1 through 11 may be used to convey any additional information not provided for in the requisition format. When used, the appropriate code "5" or "E" will be entered in column 3. Additional remarks will normally be restricted to:

25.17.2.18.1. Part numbers which extend beyond the stock or part number field and end item application or technical reference.

25.17.2.18.2. Essential mark for addresses.

25.17.2.18.3. Ship to addresses when they cannot be designated by coded entries in columns 30-35 or 45-50.

25.17.2.18.4. Bill to addresses when such addresses cannot be designated by coded entries in columns 30-35, 45-50. or 52.

25.17.2.18.5. Authorization for items when such information is required of the requisitioning activity.

25.17.2.18.6. Item description data when necessary to identify the item required. 25.17.2.19. Each requisition will be self-contained within a single document (DD Form 1348 or 1348m). Trailer cards will never be furnished, either voluntarily or even if requested by a specific processing depot.

25.18. Additional Data To Be Considered In Preparing Requisitions.

25.18.1. When requisitions are to be submitted through higher echelons, one copy will be attached and submitted by letter of transmittal through each level of command. Requisitions in this category will contain the required supporting information in the remarks space.

25.18.2. Prior to submission of requisitions with priority designators 1-1-1-8, requisitioning activities will insure

that every possible effort is made to supply the materiel required from assets locally available. These actions include, but are not restricted to, issue of suitable substitutes, prompt local repair or manufacture when authorized, or cannibalization with the permission of the base commander or equivalent. In addition, the requisitioning activity will insure that:

25.18.2.1. The item(s) required is not in process of receipt, in-checking, identification, or warehousing, but not yet posted to available balances.

25.18.2.2. Maintenance activities are contacted to determine repair possibilities for the item requiring replacement and/or the availability of an interchangeable item undergoing repair. Requisitions will not be submitted if repairs can be accomplished in the same or less time than replacement can normally be obtained.

25.18.2.3. The item is not available from reclamation.

25.18.2.4. If supply cannot be effected as a result of these actions, a requisition containing the appropriate priority will be submitted. If a recurring requirement is anticipated, it will be the responsibility of the base supply officer to insure that a stock replenishment requisition is also submitted.

25.18.3. When it is necessary to requisition items which are coded in supply catalogs as "JSC"/"JGC"/ "JDC" and procurement cannot be accomplished by the requisitioning activity, CONUS activities will prepare requests as prescribed in paragraph 25.17., citing advice code "2A" (part four; chapter 1, attachment 18) with the funds citation being submitted in the remarks field. When purchase of local purchase (LP) type items cannot be accomplished by overseas activities, action will be taken to procure such items according to chapter 8.

25.18.3.1. A requisition submitted to GSA with advice code "2A" (item not available locally) for non-mailable items will be processed regardless of possible excessive transportation costs.

25.18.3.2. A requisition submitted to GSA without advice code "2A" for non-mailable items individually valued at \$25 or less will be canceled (with status code "CW") If, at time of shipment, transportation costs in excess of 50 percent of the Item value would be incurred in shipping the order. GSA will notify the ordering activity when this condition exists. and the requisitioner should attempt to procure the item locally. If local procurement cannot be effected, a new requisition should be submitted with advice code "2A." In response, GSA will supply the Item regardless of transportation costs.

25.18.3.3. Security assistance (SA) program grant aid and FMS requisitions under paragraphs 25.18.3.1. and 25.18.3.2. will not be returned for LP.

25.18.4. Items coded as "LM" (local manufacture) or "DM" (depot manufacture) in supply catalogs will not be requisitioned when the capability exists for LM. If the capability for LM does not exist, requisitions will be prepared as prescribed in paragraph 25.6., citing advice code "2A," and submitted to the appropriate federal supply class/materiel management code (FSC/MMC) item manager.

25.18.5. Manufacturer's part numbers (pad four, chapter 1, attachment 5).

25.18.5.1. Prior to submission of a requisition utilizing a manufacturer's part number, local research will be accomplished to the maximum extent possible to determine that the required item is not stock listed. If the item is not stock listed, then the following actions will be taken prior to submitting any requisition utilizing a manufacturer's part number:

25.18.5.1.1. Applicable weapon or systems technical order, technical manual, or systems managers catalog or parts list will be reviewed to insure the item is requisitioned from the technical order or systems managers ALC. An item should be acquired locally only if one or more of the following conditions exist:

- 25.18.5.1.1.1. It is available as a standard commercial item.
- 25.18.5.1.1.2. It is an investment item that Is required for Initial installation.
- 25.18.5.1.1.3. It is a nonlogical spare that is procured on a one time basis.
- 25.18.5.1.1.4. It is a system designated as command supported. NOTE: If the items cannot be procured or manufactured locally, then submit requisition citing advice code "2A."
- 25.18.5.1.2. When required items are coded as not procured, fabrication of the items by assembly of component parts and use of the next higher assemblies will be considered in that order.
- 25.18.5.1.3. LP will be utilized, where feasible, for all items which meet the applicable criteria.
- 25.18.5.1.4. Determination will be made as to the feasibility of LM at base level.
- 25.18.5.1.5. When items required are components of stock numbered repair kits, the kits will be requisitioned.
- 25.18.5.1.6. When the required items are bulk materiel or standard hardware (military standard. Air Force/Navy standard, national aerospace standard etc.) and are not source coded in the technical order illustrated parts breakdown (-4), they will be requisitioned from the appropriate FSC/MMC IM using complete part number or specification, class, grade, etc.
- 25.18.5.2. When activities are submitting requisitions containing manufacturer's part numbers, the manufacturer's part number and the technical order identification will be furnished as follows:
- 25.18.5.2.1. When the manufacturer's part number is ten positions or less, the code "2" or "B" will be entered in column 39 DD Form 1348 or 1348m, and the manufacturer's five-digit identifying code and the part number will be entered in stock number field. The technical order will be entered in columns 67-80. When the technical order number exceeds 14 positions, the 15th and successive positions will be omitted.
- 25.18.5.2.2. When the manufacturer's part number exceeds ten positions, the code "5" or "E" will be entered in column 3, DD Form 1348/1348m/1348-6; the manufacturer's identifying code and part number and the technical order number will be entered in the appropriate space on the requisition.
- 25.18.5.2.3. Requisitions for part numbered items will be submitted to the ALC having management responsibility for the end article covered by the technical order referenced in the requisition. NOTE: Requisitions submitted by overseas activities to defense supply centers and the appropriate GSA region will not contain technical order identification.
- 25.18.6. Use of maintenance code "3."
- 25.18.6.1. Maintenance code "3," as defined in USAF S-1, will normally be assigned only to those items which are limited to depot application at the time of assignment.
- 25.18.6.2. Those individual bases which possess some capacity to perform depot level maintenance and are authorized as exceptions in the base level restriction section of the -6 inspection manual or in other authorizing documents may requisition maintenance code "3" items. All requisitions for maintenance code "3" items will cite the -6 or other appropriate document as authorization in the remarks field.
- 25.18.7. Status code "BC"
- 25.18.7.1. When the urgency of the requirement does not permit an extended back order delay and the acceptance of the substitute item offered in conjunction with status code "BC" cannot be substantiated by AF interchangeability and substitution (I&S) groupings or any of the other authorized sources cited in TO 00-25-

184, qualified personnel from both base supply and the requiring organization will jointly research available identification and technical data to determine whether the offered substitute can fulfill the requirement. If it is determined that the offered substitute is acceptable; that is, meets the I&S item definitions in chapter 1, the original requisition or any portion thereof may be canceled and the offered substitute requisitioned.

25.18.7.2. The appropriate AFLC standardization activity will be advised whenever an offered substitute is believed to be acceptable for stock replenishment purposes (chapter 7). However, offered substitutes should not be accepted as stock replenishments until a positive I&S determination has been returned by an AFLC standardization activity.

25.18.8. Preparation of PWRMS requisitions.

25.18.8.1. Requisitions for the initial fill of PWRMS consumable (ERRC "XB3" and "XF3") item requirements will be prepared to contain demand code "O" (alpha) in column 44 and project code "3AA" in columns 57-59 and may be prepared as funded or unfunded requisitions except that unfunded requisitions are not to be submitted to the GSA by DOD activities.

25.18.8.2. Funded requisitions for PWRMS requirements will contain a signal code other than "D" or "M" (part four, chapter 1, attachment 14) in column 51 and appropriate fund code entries in columns 52-53 (part four, chapter 1, attachment 15). Normally, funded requisitions for PWRMS requirements will contain only priority designators 11, 12, 13, 14 or 15, as appropriate, except that priority designators 11, 12, or 13, as appropriate, may be entered when an overriding, operational situation justifies immediate supply support.

25.19. Requisitions For Excess Items Located In Property Disposal Activities.

25.19.1. Requisitions for excess items located in property disposal activities and advertised by the defense reutilization marketing service (DRMS) will be prepared according to paragraph 25.17. and the supplementary instructions contained in access personal property listings.

25.20. Submission Of Requisitions.

25.20.1. Routing identifier codes (columns 4-6) are contained in part four, chapter 1, attachment 3. Requisitions will be forwarded to the source of supply as prescribed in source of supply data disseminated by DIA centers, military services and GSA. Exceptions to these criteria for routing of requisitions are system manager (SM), weapon system control point (WSCP) special support procedures, etc. prescribed or referenced elsewhere in this manual. Requisitions submitted to ALCs by message or mail will cite the distribution data branch (MMIS) as addressee.

25.20.2. Requisitions will be submitted according to the transmission criteria applicable to the assigned priority designator contained in the requisition (chapter 24) except that those containing additional remarks may not be transmitted by DCS AUTODIN. Those containing additional remarks will be transmitted by electrical message, telephone or mail according to their priority entitlement.

25.20.3. Requisitions authorized for submission by electrical message will be analyzed according to AFR 100-20 and encrypt for transmission only procedures will be applied to those which would otherwise be unclassified it when collectively analyzed, they would reveal significant information related to sensitive plans, programs, or operations. Message requisitions will be prepared in the following format:

25.20.3.1. The first line in the body of the message will contain the words, "MILSTRIP REQUISITIONS."

25.20.3.2. Each requisition will be numbered, commencing with the number 1 and will be shown as a two-line entry. The data entered in the document identifier field through the signal field (columns 1-51), will be the first

line of the entry, and data entered in the fund field through the advice field (columns 52-66) will be the second line of the entry. Each field of a message requisition will be separated by a diagonal. When no entries are required in a specific field of a requisition, this field will be shown in message as "BLNK."

25.20.3.2.1. The first line of each requisition will show the document identifier, routing identifier, media and status code, stock number, unit of issue, quantity, service and requisitioner, date, serial number, demand code, supplementary address, and signal code; for example, A1 A/FMI/2/8305001234567/EA/00040/FB2300/2150/0111/R/BLANK/A/.

25.20.3.2.2. The second line of each requisition will show the fund code, distribution code, project code, priority designator, RDD, and advice code; for example, 12/089/BLNK/02/154/2B.

25.20.3.2.3. Message forms in the DD Form 1348-6 format will be prepared.

25.20.3.3. Separate messages will be prepared for each materiel manager; that is, the routing identifier codes must be identical for all requisitions on a message.

25.20.3.4. Each message will be limited to a maximum of seven requisitions or the contents of a single page, whichever is greater. When additional data are required, the correct document identifier code as listed in attachment 12, chapter 9, will be entered and the additional data shown on the line immediately following the requisition.

25.20.3.5. Care will be taken to insure that proper columnar alignment is maintained when preparing messages in order that DD Form 1348m cards may be readily prepared by the receiving managers.

25.20.4. When telephone transmission is authorized (chapter 24, paragraph 24.13.) and used, the required data for preparing a DD Form 1348m will be transmitted during the conversation. Any additional information required to support the request will also be furnished. Confirmation copies are not required and will not be forwarded.

25.20.5. Requisitions forwarded by mail channels or by courier will be prepared on DD Forms 1348m, 1348, or 1348-6. When the latter two forms are used only the original copy will be furnished. Requisitions will not be commingled in the same envelope or package with correspondence. To insure that contents are not damaged or mutilated, envelopes and packages will be large enough to avoid folding of contents. The lower left corner of envelopes or packages for all requisitions will contain the following two-line marking in bold distinctive color:

MILSTRIP DOCUMENTS

DO NOT STAPLE, FOLD OR MUTILATE

25.20.6. When minimize is imposed, all supply data routed by DAAS, regardless of precedence, will continue to be transceived by DCS AUTODIN unless the message imposing the minimize clearly states that routine supply data will not be transceived. Such documents will be mailed (or carried by courier if more practicable) to the DAASO, Gentile AFS OH, or DAASO, Tracy Depot, CA. Where mail (or courier) is used, supply traffic may be in the form of punch cards (up to 498 documents-plus header and end-of-transmission (EOT) cards-per batch) or by ½ inch magnetic tape written in binary coded decimal mode. Up to 25,000 documents may be recorded on each tape, provided the tape is delineated into batches (up to 498 supply documents-plus header and EOT-per batch).

25.21. Status Data.

25.21.1. The MILSTRIP system requires that supply sources or management control activities (MCAs) provide status data to designated activities as notice of action taken or being taken on MILSTRIP documents received, using status codes in part four, chapter 1, attachment 18. Activities to receive status data and the type of data

required are designated by entry of a media and status (M&S) code in column 7. A significant distribution code in column 54 also designates monitoring! control offices to receive all status data. In addition to supply sources furnishing status, the defense automatic addressing system (DAAS) also generates status in selected situations as a result of editing the stock number field of requisitions. The DAAS status is furnished using the unique document code "AE9" and the DAAS routing identifier code (from) is cited in these transactions.

25.21.2. Status data is either supply status or shipment status, prepared by supply sources in the applicable format shown in part four, chapter 2. Status data may be informational or require additional data by recipients, dependent upon the status code in the document.

25.21.3. Status documents from the supply sources will be forwarded to DAAS for transmission to status recipients. DAAS will transmit status as indicated in part four, chapter 1, attachment 4.

25.21.4. Types of status data:

25.21.4.1. Exception supply status is any of the following supply sources or, as indicated, MCA action decisions, alone or in combination:

25.21.4.1.1. Back order.

25.21.4.1.2. Procurement for direct delivery.

25.21.4.1.3. Partial issue and partial other action.

25.21.4.1.4. Substitution.

25.21.4.1.5. Change of unit of issue.

25.21.4.1.6. Requisition rejected.

25.21.4.1.7. Passing order.

25.21.4.1.8. Referral order.

25.21.4.1.9. Cancellation acknowledgment.

25.21.4.1.10. Any circumstance which predicts that issue may not be made within the time frame established for the assigned priority designator.

25.21.4.2. One hundred percent supply status is notice of all actions taken or being taken by supply sources on a requisition, redistribution and referral order. This includes all positive supply action decisions, all applicable exception nonpositive supply action decisions, and combinations thereof.

25.21.4.3. Rejection status is used by supply sources to advise all status eligible recipients of rejected requisitions, redistribution orders, passing orders and referral orders regardless of the M&S code.

25.21.4.4. Shipment status informs recipients of actual shipping dates (that is, released to a carrier). It also provides for interface with transportation and for shipment tracing by consignees.

25.21.4.5. Acknowledgment status is either supply or shipment status and informs recipients of the results of supply source processing of the following types of documents received:

25.21.4.5.1. Materiel obligation validation response (document identifier code "AP").

25.21.4.5.2. Cancellation (document identifier codes "AC_" and/or "AK_").

25.21.4.5.3. Document modifier (document identifier code "AM_").

25.21.4.5.4. Follow-up request for improved ESD (document identifier code "AFC").

25.21.4.5.5. Follow-up request for status (document identifier codes "AF1," "2," "3," "AF6," and "AT_").

25.21.5. Requesting status:

25.21.5.1. To assure that supply sources will automatically distribute required supply and/or shipment status, requisitioners will enter:

25.21.5.1.1. The applicable M&S code in column 7 of the requisitions to indicate what status is required and whether status is to be furnished the requisitioner (columns 30-35) or the supplementary address (columns 45-50) or whether no status is required.

25.21.5.1.2. The applicable distribution code in column 54 of requisitions to indicate the activity, if any, to be furnished 100 percent supply and shipment status.

25.21.5.2. To obtain status on previously submitted requisitions or cancellation requests, the requisitioner (columns 30-35), supplementary address (columns 45-50), and/or the control activity (column 54), may submit (document identifier code "AF_," "AT_," or "AK") follow-ups.

25.21.5.3. When requisition status reporting is required to designate status of a project, it will be satisfied by the requisitioning service. Special status reports, when required, will be obtained from an eligible recipient of status as identified in requisitions. Special status reports will not be required from inter-service or inter-agency supply sources.

25.21.5.4. When status code "CA" has been received in response to a follow-up request and no record of the previous receipt of "CA" status and the reasons for rejection can be located, authorized status recipients may inquire off-line (that is, by mail, message, or telephone) of the supply source to obtain the reasons for rejection.

25.21.6. Status recipients will:

25.21.6.1. Promptly record status received automatically and/or in reply to a follow-up to applicable due-in records/requisition listing - status files, and, in the case of the DRMS, the disposal suspense file.

25.21.6.2. Give particular attention to transaction date in columns 62-64 of supply status received to assure that records/files are updated in the proper chronological order/date sequence.

25.21.6.3. Review supply status (document identifier code "AE")received for additional action required by the status code, if any. If a requisition has been rejected (document identifier code "AE_" with a rejection status code) and the materiel is still required, the requirement must be submitted as a new MILSTRIP requisition citing a new document number with a current Julian date.

25.21.6.4. Construe shipment status (document identifier codes "AS_" or "AU_") received as notice that shipment has been made and that additional MILSTRIP follow-up will only result in receipt of another shipment status document.

25.21.6.5. Assume receipt of materiel within the prescribed UMMIPS time frame for the PD in columns 60-61, or the RDD in the requisition, when in receipt of supply status documents with no estimated shipping date (ESD) in columns 70-73.

25.22. Due-In Files.

25.22.1. Due-in files are to be used in conjunction with property accounting records to assist in stock management. Those activities operating a mechanized property accounting system may maintain due-in cards

with the applicable stock record cards if desired. Information contained in the due-in files may be used in the following manner:

25.22.1.1. For determining supply action to be taken on requests submitted by on-base organizations.

25.22.1.2. For determining the over-all stock position and to permit effective management, as required, to avert development of a critical stock position. The execution of this phase of stock management will assist in reducing the volume of high priority requisitions.

25.22.1.3. For effecting redistribution of materiel prior to warehousing, thus eliminating double handling. This will be particularly applicable in areas where there are outstanding back orders of large and bulky items.

25.22.2. Establishment.

25.22.2.1. Activities having PCAM facilities may establish due-in files as stated in paragraph 25.21.4. Additional processing can then be accomplished as provided therein.

Activities not having PCAM facilities will manually process status information from DD Form 1348m cards received from materiel managers due to due-in records (volume II, part one, chapter 4). Message reports of status furnished by materiel managers will necessarily be posted to due-in records in the same manner.

25.22.3. Data services will convert all electrically transmitted reports from a message to applicable PCAM cards and perform other machine operations as practical and necessary for maintenance of due-in files.

25.22.4. Due-in files will contain DD Forms 1348m. Cards will be filed in sequence by stock or part number and document number.

25.22.4.1. Cards representing initial requisitions will be filed and retained until supply action has been terminated (paragraphs 25.22.5. and 25.22.6.). A due-in card will be removed from the file only when supply action has been terminated or completed for the entire quantity originally requested.

25.22.4.2. Cards representing status information will be received from materiel managers. These cards will be filed immediately following the applicable due-in card. Status information will not purge due-in cards unless entire quantities are canceled or rejected.

25.22.5. Valid documents, or DD Forms 1348-1, will remove the item due-in and status cards from the due-in file providing the entire quantity requisitioned has been received. If the quantity received is less than the quantity requisitioned, the appropriate status cards will be removed from the file and the remaining quantity due in will be posted on the due-in card.

25.22.6. Processing status into due-in files.

25.22.6.1. Rejections will cause adjustment to the due-in file. Items on which total quantities are rejected will be purged from the due-in file. Rejected items will be re-requisitioned if still required.

25.22.6.2. Cancellations will always purge all due-in and status cards concerned from the file.

25.22.6.3. Other status information will be processed as stated in paragraph 25.22.5.

25.23. Cross-Reference Files.

25.23.1. During depot processing of requisitions and related products, substitutions are authorized unless an advice code has been entered in the requisition stating that a substitute is not acceptable. When it is necessary to substitute, a status card will be received by the designated recipient of status, and will contain the stock or part number of the item being furnished with no stock number reference to the item originally requested. Similarly,

release/receipt documentation received by the consignee will not, in many instances, contain the original number of the item requisitioned. While those release/receipt documents prepared by computer (ADP) may contain both numbers, those resulting from passing actions and/or those prepared by PCAM will not.

25.23.2. Irrespective of whether or not substitution is being or has been effected, it is incumbent upon requisitioners to utilize status and receipt data on a current basis to update due-in and due-out files, and to insure that follow-ups are not forwarded for the types of data that have previously been furnished. This presents no great problem when status or receipt data reflects the same stock or other number of the originally requested item as due-in/due-out files are normally maintained in numeric sequence or by other methods that allow easy access. When, however; substitutions have been or are being made, the stock or other number does not refer to the stock number of item originally requested. The document number assigned to the original request does not change and consequently can be matched against the document number on the substitute status card or receipt document in order to ascertain the originally requested stock or other number and thereby clear or adjust due-in/due-out files.

25.23.3. Requisitioning activities that do not otherwise have ready access to cross-reference ability due to their type of mechanical processing will establish and maintain cross-reference files in document number sequence.

25.23.4. These cross-reference files will be purged of overage items on a periodic basis, as determined locally or by the respective major command. Care should be exercised to insure that cut-off dates for purging of files are not compressed to the extent that cross-reference data are disposed of until action on a requisition has been completed. Unless cards are required for other local use, cards purged from the file may be immediately destroyed. In any event, controls should be provided to preclude excessive file growth and accumulation of outdated cards.

25.23.5. Requisitioners will insure that status and receipt data (substitutions or otherwise) are processed against their records on a current basis to preclude preparation of unnecessary or repetitious follow-ups and/or rerequisitioning of materiel which may have been previously furnished (by substitution).

25.24. Follow-Ups.

25.24.1. Follow-ups should be submitted by the requisitioner, supplementary address, or the activity designated by the alpha character in column 54, based on a need for information and criteria prescribed herein.

25.24.2. Follow-up inquiries consist of four types:

25.24.2.1. Those submitted to obtain the latest status of requisition. These follow-up inquiries will be prepared to contain document identifier code "AF__" ("1" through "3") as prescribed in part four; chapter 1, attachment 1.

25.24.2.2. Those submitted to obtain the latest status on requisitions and which may be processed as requisitions when supply sources have no record of receipt of the original requisitions. These follow-up inquiries will be prepared to contain document identifier code "AT__" ("1" through "5" and "7" or "A" through "E") as prescribed in part four, chapter 1, attachment 1.

25.24.2.3. Those submitted as requests to improve ESDs contained in previously furnished supply status documents. These follow-up inquiries will be prepared to contain document identifier code "AFC," as prescribed in part four; chapter 1, attachment 1. The "AFC" follow-up inquiries will be prepared only for transactions applicable to priority designator 1-1-8, and will be submitted only after receipt of supply status which reflects ESDs not commensurate with materiel usage or need dates.

25.24.2.4. Those submitted to obtain latest status on a previously submitted cancellation request and which may be processed as a cancellation request provided the original request was not received. These follow-ups will

contain document identifiers in the "AK__" series as prescribed in part four; chapter 1, attachment 1.

25.24.3. Document identifier codes "AF1," "2," and "3", and "AT__" follow-up inquiries will be submitted only under the following criteria:

25.24.3.1. Status data is not on hand to indicate a delay in receipt of materiel beyond the SDD or RDD (not applicable to follow-up inquiries requesting improvement in ESDs).

25.24.3.2. The UMMIPS order and shipping time standard for receipt of materiel has elapsed for requisitions on which status had not been requested.

25.24.3.3. Time frames for submission of follow-ups:

25.24.3.3.1. For priority designator 11 through 18 demands - Only after expiration of at least three days from date of requisition or transaction date of latest supply status. Message follow-ups will be prepared as prescribed in part four; chapter 2, attachment B-23.

25.24.3.3.2. For priority designator 19 through 15 demands - Only after expiration of at least seven days from date of requisition or transaction date of latest supply status.

25.24.4. Follow-ups will be submitted to the supply source from which the requisition was submitted, except when supply status has been received indicating that another activity is responsible for processing the demand. When supply status has been received, the follow-up will be directed to the activity indicated as currently processing the requisition (that is, last known source of supply).

25.24.5. Activities initiating follow-up documents will take into consideration the fact that the supply source may not have a record of having received the original requisition. When no positive supply status has been received and no previous cancellation request ("AC__") has been submitted, the requisitioner or other authorized activity may follow-up only with the appropriate document from the "AT__" series. Such "AT__" series documents will contain the same character in the third position of the document identifier code as the original requisition and will be submitted in accordance with media and other rules applicable to such requisitions. The "AT__" series of follow-ups will be treated as requisitions if supply sources have no record of the original requisitions. Duplicate document number edits by supply sources will preclude duplicate processing and shipment if the original requisition is subsequently received by the supply source.

25.24.6. When positive supply status has been received, the requisitioner or other authorized activity may use any type of follow up, subject to restrictions contained elsewhere in this manual.

25.24.6. Submission or use of abbreviated message formats for follow-ups (part four, chapter 2, attachment B-26) will be at the option of the requisitioning service/agency.

25.24.7. Supply sources may follow up on a shipping activity, with exception of follow-ups requesting improvement of ESDs, utilizing the materiel release order format with document identifier code "AF6."

25.24.8. Document identifier "AK__" follow-ups may be submitted 10 days after submission of the original "AC__" cancellation request if no acknowledgment of receipt of the "AC__" is received. If status is not received within 10 succeeding days, another "AK__" follow-up may be submitted if status is received acknowledging receipt of "AC__" or "AK__" documents, no further follow-up may be submitted until 30 days after receipt of last status.

25.24.9. Supply assistance requests for DLA managed items. When the foregoing procedures have not resulted in satisfactory response and lack of support is causing recurring deficiencies, such as long term MICAP or lack of repair parts for an item causing long term MICAP, take as many of the following special actions as necessary to

attain a satisfactory response:

25.24.9.1. Air Force bases or numbered Air Forces contact the Emergency Supply Operations Center (ESOC) at the appropriate Defense Supply Center.

| DLA Center | Routing Identifier | DSN Number (note) |
|------------|--------------------|-------------------|
| DCSC | S9C | 850-3271 |
| DESC | S9E | 850-6491/6910 |
| DGSC | S9G | 695-4211/3881 |
| DISC | S9I | 442-4042/2336 |
| DPSC | S9M | 444-4161/2111 |
| DPSC | S9S | 444-4251 |
| DPSC | S9T | 444-3281 |
| DFSC | S9F | 284-8105 |

NOTE: These telephone numbers apply only during normal duty hours.

25.24.9.2. MAJCOMs, weapon Systems managers, or HQ AFMC/LGS (DLA) contact the HQ DLA ESOC at DSN 284-6171.

25.24.9.3. Furnish details on actions taken to HQ AFMC/LGS (DLA) with HQ USAF/LGSS for further action with HQ DLA.

25.24.10. If the aforementioned follow-ups or supply assistance requests for AF managed items result in unsatisfactory results, contact the Customer Support Office at the appropriate ALC. This special action is necessary to attain a satisfactory response when previous action has failed to provide adequate support.

| ALC | Office Symbol | DSN (Note) | E-Mail Address |
|--------|---------------|------------|----------------------|
| OC-ALC | TICL | 336-5050 | micap@ocdis01 |
| OO-ALC | LAOPS | 458-7163 | laopsc@hafbic.af.mil |
| SA-ALC | LDIS | 945-9120 | vsalazar@sadisol |
| SM-ALC | TILC | 633-6264 | fd2040@smdis01 |
| WR-ALC | LZBMA | 468-5961 | wrmicap@wrdis01 |

NOTE: These telephone numbers apply only during normal business hours.

25.24.1.. When overall support to a weapon system or activity becomes unsatisfactory, notification of the unsatisfactory support, supported by statistical data and details on corrective action taken at all levels will be forwarded by the MAJCOM or AFMC to HQ USAF/LOSS. Weapon systems managers should forward details to HQ AFMC/LGS (DLA) with an information copy to HQ USAF/LGSS.

25.25. Cancellation Of Requisitions.

25.25.1. Cancellation of requisitions may be initiated by the requisitioner, the supplementary addressee, the activity designated by the code in column 54, service or agency headquarters, or by authorized command elements. If cancellations are initiated by other than the requisitioners, the responsibility for advising other interested activities of this action is vested in the activity having initiated the cancellation. Cancellation requests may be initiated as single line transactions or by narrative message containing one or more single line cancellation transactions.

25.25.2. Events such as base closures, termination of special projects, ship and unit inactivations, termination of agreements, termination of vessel outfitting or construction can necessitate the requirement for mass cancellation of multiple lines. In some instances, the service/agency headquarters would be aware that a total project or total requirement for a single base is no longer required and should be canceled. Thus, the headquarters element could initiate the requests for mass cancellation of multiple lines. Such requests will be submitted by message to the designated point in accordance with paragraph 25.27.

25.25.3. Under normal circumstances, cancellation requests represent a discontinued need of specific items and quantities. Funds will not be deobligated and individual due-in records will not be updated until status has been received indicating that cancellation has been accomplished. Accordingly, single line requisition cancellation has been accomplished. Accordingly, single line requisition cancellation is the preferred method. The preparation of single line cancellation requests will be accomplished in accordance with the format reflected in part four, chapter 2. attachment B-5 or B-27, as applicable.

25.25.4. Single cancellation requests will be submitted to the last known source holding the applicable requisitions.

25.25.5. Single line item cancellation requests will not be submitted under the following circumstances:

25.25.5.1. When a CONUS activity has received notice of shipment (document identifier code "AS__" or DD Form 250, "Materiel Inspection and Receiving Report") advising that shipment from a contractor's facility or a depot has occurred.

25.25.5.2. When an overseas activity has received shipment status and:

25.25.5.2.1. The line item value of the cancellation is less than \$200 or,

25.25.5.2.2. The materiel has been shipped by air mail or parcel post or,

25.25.5.2.3. The materiel was shipped more than:

25.25.5.2.3.1. Ten days by air shipment to aerial port of embarkation (APOE).

25.25.5.2.3.2. Forty-five days by surface shipment to water pod of embarkation (WPOE).

25.25.6. Single line item cancellation requests will normally be submitted for conditions not excluded by paragraph 25.25.5., when a discontinued need for a requisition quantity occurs regardless of line item dollar value or status received. Such submission will enable supply sources to properly adjust demands, when appropriate, as well as initiate cancellation action when feasible.

25.25.7. Single line item cancellation requests submitted against requisitions for which status code "BV" was received may result in billing for transportation charges and/or contract termination costs in the event the supply source is able to effect cancellation/diversion.

25.25.8. The responsibility for the utilization or disposition of materiel for which cancellation or division to an

alternate consignee could not be effected, is that of the consignee, the appropriate commander or service headquarters.

25.25.9. When shortages occur for materiel previously canceled or rejected, new requisitions with new document numbers, citing appropriate issue priority designators will be submitted. Requests for reinstatement of previously canceled or rejected requisitions will not be submitted to supply source.

25.26. Modification Of Requisitions.

25.26.1. A requisition modifier document may be initiated by the requisitioner, supplementary addressee, or control office to modify previously submitted requisitions when:

25.26.1.1. Force/activity designators are upgraded or downgraded upon implementation of contingency plans or for other reasons.

25.26.1.2. Urgency of need has changed.

25.26.1.2.1. Required dates for previously requisitioned materiel change due to unplanned or unforeseen emergencies. Such emergencies include declared national emergencies and local emergencies created by lack of materiel required for:

25.26.1.2.1.1. Performance of assigned operational missions or tasks.

25.26.1.2.1.2. Emergency repair to primary weapons and equipment.

25.26.1.2.1.3. Prevention of work stoppage at industrial/production activities engaged in repair, modification or manufacture of primary weapons, equipment, and supplies.

25.26.1.2.2. When emergency situations as described herein no longer exist, requisition priorities will be downgraded and RDDs extended.

25.26.1.3. For requisitions already in processing which are identified for continued document and/or shipment processing during mass cancellation situations, document modifiers (document identifier code "AM__") will be submitted at the earliest possible date and will contain an expedited handling signal "555" in the RDD data field, columns 62-64 (paragraph 25.29.).

25.26.2. A requisition modifier document may be initiated to change the M&S and/or distribution code in conjunction with modification of a priority designator and/or RDD.

25.26.3. The requisition modifier document will be prepared by originating activities completing all prescribed data element entries for a requisition, using the document identifier code "AM__" series. Entries in the requisition modifier document may differ from that in the original requisition only to reflect an increase or decrease in the priority designator or RDD , and changes in the M&S code in combination with the distribution code.

25.26.4. The activity initiating a requisition modifier document will be responsible for furnishing notification of such action to other interested activities, such as the requisitioner and supplementary addressee, when modifiers are initiated by control offices. The requisition modifier document will be transmitted to the last known source of supply.

25.26.5. When the priority of an item previously requisitioned is modified and the quantity required is greater than the quantity previously requisitioned, a requisition modifier will be submitted for the original quantity required under the new priority. If the quantity required is less than the quantity required under the new priority and if the quantity in the original requisition will be excess to needs, a cancellation request for this requisition

should be submitted.

25.27. Processing Redistribution Orders.

25.27.1. Redistribution orders (RDOs) will be received from IMs by AF bases and depot supply classes at depots, and can be readily identified by the code "2" in the second position of the document identifier field (part four, chapter 1, attachment 1).

25.27.2. The RDOs will be received on DD Forms 1348m or by messages in the same format as original requisitions, except for the following:

25.27.2.1. Document identifier (columns 1-3)-Enter code "2" in the second position (column 2).

25.27.2.2. Routing identifier (columns 4-6)-This field will be blank on RDOs placed on AF bases. RDOs placed on depot supply classes at depots will contain the routing identifier code applicable to the depot supply class.

25.27.2.3. Demand/suffix code (column 44)-An entry in this column will indicate that a partial quantity of the item requisitioned has been placed on the ROC). If the total quantity has been placed on an RDO, this field will be blank.

25.27.2.4. Ownership/purpose code (column 70)-The ownership or purpose code applicable to the requisition will be shown.

25.27.2.5. Materiel condition code (column 71)-The condition of materiel to be selected for shipment will be shown.

25.27.2.6. Management code (column 72)-This column will be blank on RDOs placed on AF bases. RDOs placed on depot supply classes at depots may contain a management code.

25.27.2.7. Routing identifier (columns 74-76)-This code identifies the materiel manager issuing the RDO.

25.27.2.8. Air Force base identifier (column 73 and columns 77-80)-The type of account will be entered in column 73 and the stock record account number entered in columns 77-80. NOTE: An activity address code will not be entered in these columns when RDOs are issued on activities assigned a three-digit routing identifier code (paragraph 25.27.2.2.).

25.27.3. All RDOs will be received by the method commensurate with the transmission criteria applicable to the assigned priority designator as prescribed by chapter 24.

25.27.3.1. All RDOs authorized for submission by electrical message will be received in the following format:

25.27.3.1.1. The first line in the body of the message will contain the words, "MILSTRIP REDISTRIBUTION ORDER."

25.27.3.1.2. Each RDO will be numbered, commencing with number 19 and shown as a two-line entry. The data entered in the document identifier field through the signal field (columns 1-51) will be the first line of the entry, and data entered in the fund field through the AF base identifier (columns 52-80) will be the second line of the entry. Each field of data will be separated by a diagonal. When no entries are required in a specific field, this field will be shown in the teletype as "BLNK."

25.27.3.1.2.1. The first line of each RDO will show the document identifier, routing identifier, media and status code, stock number, unit of issue, quantity, service and requisitioner, date, serial number, suffix code, supplementary addressee, and signal code; for example,

A2A/BLNK/2/1370007654321/EA/00005/FB2300/7150/0112/BLNK/BLNK/D.

25.27.3.1.2.2. The second line of each RDO will show the fund code, distribution code, project code, priority designator, RDD, advice code, blank (columns 67-69), ownership or purpose code (column 70), materiel condition code (column 71), management code (column 72), type of account (column 73), routing identifier (columns 74-76), and stock record account number (columns 77-80); for example BLNK/001/BLNK/02/BLNK/2B/BLNK/A/A/BLNK/B/FGZ/4656.

25.27.3.1.2.3. When the citation of AFLC transportation funds is required, this citation will be shown as the third line following each RDO, as required.

25.27.4. Processing RDOs.

25.27.4.1. The date on which an RDO is received for processing will be entered in columns 67-69 MILSTEP.

25.27.4.2. Items available for shipment will be processed according to chapter 5. RDO confirmation and shipment status cards will be prepared and forwarded as prescribed therein.

25.27.5. When property accounting records indicate all or partial quantities cannot be shipped, RDO denials will be prepared and forwarded to the materiel managers issuing the RDOs within 24-clock hours after receipt of priority designators 11-18 and within two working days after receipt of priority designators 19-15. When all or partial quantities on RDOs cannot be shipped because of warehouse action, RDO denials will be prepared within the time frames prescribed in chapter 5. RDO denials will be prepared in the format of an RDO with the following changes:

25.27.5.1. Document identifier (columns 1-3)-Enter code "B7" in the first and second positions of this field (columns 1-2), the third position, column 3, will be the same as shown on the RDO.

25.27.5.2. Routing identifier (columns 4-6)-Enter the routing identifier code of the materiel manager issuing the RDO (columns 74-76, RDO).

25.27.5.3. Quantity (columns 25-29)-Enter the quantity denied.

25.27.5.4. Columns 67-69-Enter the numerical day of the year on which the RDO was processed.

25.27.5.5. Columns 70-72-Depot supply classes at depots, SMs, and WSCPs will enter the data shown in the RDO. AF bases will leave these columns blank.

25.27.5.6. Routing identifier (columns 74-76)-Enter the routing identifier of the depot supply class at a depot preparing the denial. AF bases preparing denials will leave this field blank.

25.27.6. All RDO denials will be forwarded according to the transmission criteria applicable to the assigned priority designator contained in the RDO as prescribed by chapter 24.

25.27.6.1. Denials authorized for transmission by electrical message will be prepared in the following format:

25.27.6.1.1. The first line in the body of the message will contain the words, "MILSTRIP REDISTRIBUTION ORDER DENIAL."

25.27.6.1.2. Each RDO denial will be numbered, commencing with the number 1, and shown as a two-line entry. The data entered in the document identifier field through the signal field (columns 1-51) will be the first line of the entry, and data entered in the fund field through the AF base identifier field (columns 52-80) will be the second line of each entry. Each field will be separated by a diagonal. When no entries are required in a specific field of an RDO denial, this field will be shown in the message as "BLNK."

25.27.6.1.2.1. The first line of each RDO denial will show the document identifier, routing identifier, media and

status code, stock number, unit of issue, quantity, service and requisitioner, date, serial number, suffix code, supplementary addressee, and signal code; for example, B7A/FGZ/2/1307007654321/EA/005/FB2300/7150/0112/BLNK/BLNK/D/.

25.27.6.1.2.2. The second line of each RDO denial will show the fund code, distribution code, project code, priority designator, RDD, advice code day processed (columns 67-69), ownership or purpose code (column 70), materiel condition code (column 71), management code (column 72), type of account (column 73), routing identifier (columns 74-76), and stock record account serial number (columns 77-80); for example, BLNK/001/BLNK/02/BLNK/2B/I54/BLNK/BLNK/BLNK/B/BLNK/4656.

25.27.6.1.2.3. Separate messages will be prepared for each IM. In addition, each message will be limited to a maximum of seven RDO denials.

25.27.6.1.2.4. Care will be taken to insure proper columnar alignment is maintained when preparing messages in order that DD Form 1348m cards may be readily prepared by the receiving IMs.

25.27.7. Transportation costs incurred in the movement of AFLC directed RDO shipments on installations in the CONUS will be charged to AFLC funds cited each year to major commands in the CONUS. The overseas commercial inland transportation costs for AFLC directed RDO shipments on overseas installations are to be funded by the command having jurisdiction over the installation supply activity from which the shipment originates (volume I, AFM 172-1).

25.27.8. Follow-ups on RDOs, identified by document identifier code "BF7," will be received from AF materiel managers when confirmation or denial information has not been furnished.

25.27.8.1. This form is a multi-part document with measurement of 6 7/16" height (top to bottom) by 7 3/8" width (left to right) which includes outside margins of approximately 1/8" on all sides. Columns 1-80 are spaced to facilitate use of a typewriter using 10 pitch type (10 characters per inch) without requiring adjustment between field of data. This form may be prepared by typewriter, ball point pen, pencil, or any suitable writing instrument. This form may be configured in sets, pads, or single sheets to accommodate the using service/agency. This form consists of two parts, the top position which reflects MILSTRIP coding data in columns 1 through 80 and a reject code field (the bottom position which provides entries for other such technical data as may be necessary for identification of the item). Provisions are made for a fold line in the middle of the form to permit folding and filing with any applicable DD Forms 1348.

25.27.8.2. Follow-ups received, for which records fail to reveal receipt of original RDOs, will be used as original RDOs on priority designators 1-18 only. All other RDO follow-ups will be used to prepare replies indicating no record. Replies to RDO follow-ups will be in the same format as the follow-up with the following changes:

25.27.8.2.1. Document identifier (columns 1-3)-Enter code "BT7."

25.27.8.2.2. Required delivery date (columns 62-64) Leave blank.

25.27.8.2.3. Status (columns 65-66) Enter code "BF."

25.27.8.2.4. Columns 70-72-Leave blank.

25.28. Initiating Passing Or Referral Orders.

25.28.1. Passing or referral orders are the documents used by a supply source to pass or refer a requisition to another source for continued supply action. Supply sources receiving a passing or referral order will perpetuate the same document identifier when referring the requisition to another supply source for continued supply action or create an MRO for continued supply action and release of material. The date of receipt of the original

requisition will be entered in columns 67-69 of the referral order. NOTE: For referral orders submitted to a single manager for conventional ammunition that are back order releases from the service ICPs, columns 67-69 will contain "888."

25.28.2. Processing points passing document identifier code "AF__," "AT__" or "AK__" follow-up documents to another source of supply for continued action will place their routing identifier code in columns 67-69 of the follow-up document. Processing points receiving such passed documents will not automatically pass such documents back to the processing point from which the document was received (that is, "RIC From" columns 67-69) without obtaining the prior agreement of that activity.

25.28.3. When modifiers are referred to another supply source, the referring activity will enter the routing identifier code of the activity to which the requisition

was referred in columns 4-6 and their own routing identifier code in columns 67-69 of the document identifier code "AM__" document and retransmit. Processing points receiving such passed documents will not automatically pass such documents back to the processing point from which the document was received (that is, "RIC From" columns 67-69) without obtaining the prior agreement of that activity.

25.28.4. Processing points passing document identifier code "AC____" cancellation documents to another source of supply for continued action will place their routing identifier code in columns 67-69 of the cancellation document. Processing points receiving such passed documents will not automatically pass such documents back to the processing point from which the document was received (that is, "RIC From" columns 67-69) without obtaining the prior agreement of that activity.

25.28.5. Non-NSN requisitions (mechanical) when passed or referred will be forwarded to another supply source as follows:

25.28.5.1. If there are no reference data in columns DCS AUTODIN or message will be utilized.

25.28.5.2. If there are reference data in columns 70-80, it will be the option of the passing/referring activity to omit either the reference data and forward by DCS AUTODIN or message or perpetuate pertinent reference data and forward by mail.

25.29. Mass Cancellation Of Requisitions.

25.29.1. Request for mass cancellation of requisitions will be initiated by the service headquarters or by authorized command element. Interservice dissemination of request for mass cancellation will be made by the contact point designated in column 1 to the designated contact point identified in column 2. The preparation of a mass cancellation request will be accomplished in accordance with the format reflected in part four, chapter 2, attachment B-55. The contact point established for issuance and receipt of requests for mass cancellation is:

| | Column 1 | Column 2 |
|-----------|---------------------|-----------------------|
| | Address | Address |
| | Authorized to Issue | Authorized to Receive |
| Air Force | Air Force | (Same as column 1) |
| | Logistics Command | |
| | ATTN: MMLS | |

25.29.2. Intraservice/agency dissemination of requests for mass cancellations will be accomplished by the contact point designated in column 2. Intraservice/ agency dissemination will include all service/ agency supply sources, storage sites and other activities within the service/agency processing MILSTRIP documentation or shipments with capability to cancel requisitions or divert shipments. In addition, the designated service contact point will insure that the appropriate overseas theater, force, logistics, or type commanders are cognizant of mass cancellation actions affecting their areas of responsibility.

25.29.3. Events such as base closures, termination of special projects, ship and unit inactivations, termination of agreements, termination of vessel outfitting or construction can necessitate the requirement for mass cancellation. Although these events may require ultimate mass cancellation action they are normally known to the affected activities well in advance of the effective date of such closures or termination action. In these incidents every effort will be made by the requisitioning activity to minimize the continued processing of requisitions by the supply sources, and subsequent entry of unwanted shipments into the defense transportation system (DTS), through initiation of single line cancellations at the earliest opportunity. Requisitions for which continued document and shipment processing will be requested under mass cancellation situations will also be indicated, by the requiring activity, at the earliest date through submission of document modifiers (document identifier code "AM__") containing an expedited handling signal "555" in the RUD data field, columns 62-64. Document identifier code "AM__" documents containing the expedited handling signal "555" will not be submitted after the effective date of the requested mass cancellation action. Requisitions which fall within the scope of the announced mass cancellation criteria, submitted after the effective date of the mass cancellation action, will contain the expedited handling signal "555" in the RDD data field, columns 62-64. Requisitions containing or modified to contain "555" in the RDD data field will receive processing precedence.

25.29.4. Requests for mass cancellation action will be submitted to the service/agency designated contact point by message (part four, chapter 2, attachment B-55) for cancellation of all open requisitions applicable to specific projects or bases (as identified by activity address codes). The request for mass cancellations will contain identification of the activity having submitted the request, the effective date, the desired transportation diversion precedence and the required codes for identification of one of the following, for which cancellation of all applicable requisitions is requested:

25.29.4.1. Project code and ship to address (requisitioner, columns 30-35 or supplementary address, columns 45-50).

25.29.4.2. No project code- Ship to address (requisitioner, columns 30-35 or supplementary address, columns 45-50).

25.29.4.3. One project code and various addresses.

25.29.4.4. No project code - Various addresses.

25.29.4.5. Various project codes and one address.

25.29.4.6. Federal supply class (FSC), group (FSG), national stock number (NSN) or part number when associated with the address of the original requisition document number ship to address and or project code.

25.29.5. It is recognized that a need may exist to continue processing of certain requisitions and shipments during mass cancellations, such as high priority demands to satisfy not mission capable supply (NMCS) conditions (identified by "9," or "N" in column 62 of the requisition). In addition, it is recognized that a need may

exist to allow continued processing on requisitions for materiel required to effect base closure. In these instances the mass cancellation request will specify, in the special instructions segment, one of the following selective criteria:

25.29.5.1. Project code(s) when associated with the ship to address (requisitioner, columns 30-35 or supplementary address, columns 45-50) being canceled.

25.29.5.2. NMCS RDD entry (columns 62-64) when associated with the ship to address (requisitioner, columns 30-35 or supplementary address, columns 45-50) being canceled.

25.29.5.3. FSC, FSG, NSN or part number when associated with the "ship to" address (requisitioner, columns 30-35 or supplementary address, columns 45-50) being canceled.

25.29.5.4. Specific requisition document number(s) and routing identifier code from last status document received or the routing identifier code to which the requisition has been transmitted if status has not been received.

25.29.5.5. Specific issue priority designator when associated with the ship to address (requisitioner, columns 30-35 or supplementary address, columns 45-50) being canceled.

25.29.6. Upon implementation of the mass cancellation message sources of supply and storage activities will review all prospective cancellations to identify those for which continued processing has been requested. In these instances where continued processing has been requested in accordance with paragraph 25.29.5., the source of supply and/or storage activity will annotate the affected requisition(s), and all associated documents/records, with an expedited handling signal "555" in the RDD data field.

25.29.7. The DTS will continue movement of materiel to which an RDD of "555" has been applied.

25.29.8. When overseas shipments have already departed from CONUS ports, the responsibility for diversion or disposition is that of the consignee or the appropriate theater, force, logistics, or type commander. Notice to the latter will be the transportation lift data provided by the DTS clearance authority (paragraph 25.29.12.4.).

25.29.9. No attempt will be made to divert materiel destined to CONUS customer activities beyond the point of shipment.

25.29.10. All shipping services and agencies will designate storage points within their distribution system to receive shipments redirected as a result of mass cancellation. Fund citations for government bill of lading (GBL) preparation will also be provided. These designated points and fund citations will be provided to Major Airlift Command (MAC), Military Traffic Management Command (MTMC), or theater commanders and will serve as predesignated consignees for any announced mass cancellation. If more than one storage point is designated, instructions will be furnished to specify on a geographical basis the storage point designation in relation to each range of water and aerial ports (that is, West, Gulf, and East Coasts). In addition, canceling services/agencies will designate a contact point(s) to provide disposition instructions on materiel which does not meet the automatic diversion conditions specified in paragraph 25.29.12. Designated contact points will provide requested disposition instructions to DTS within 24 hours on materiel located at air terminals and within 48 hours on materiel located at water terminals.

25.29.11. Processing mass cancellation requests:

25.29.11.1. Supply sources are responsible for assuring that requisition processing, procurement and storage activities exercise the fullest practical resourcefulness in preventing the issue and shipment of unwanted materiel. The practical considerations involved in the processing of cancellation requests include such factors as time,

packing and handling, related costs, and the location of materiel for which cancellation is requested.

25.29.11.2. Supply sources in receipt of mass cancellation requests will cancel quantities for which materiel release orders (MROs), DD Forms 1348-1, or purchase requests have not been submitted to storage or procurement activities. Notice of accomplished cancellations will be provided by supply status (document identifier code "AEC") containing status code "BQ" or "B4" as appropriate and transmitted to all eligible recipients of status and within the timeframe for furnishing status.

25.29.11.3. Supply sources will furnish supply status (document identifier code "AEC") containing Status Code "B9" to all eligible recipients and within the timeframes furnishing status for:

25.29.11.3.1. Unconfirmed MROs, DD Forms 134&1, and document identifier code "ACM."

25.29.11.3.2. Maintenance repair codes (MRCs) which indicate that shipment to overseas activities has been accomplished within 45 days of the effective date of the mass cancellation.

25.29.11.4. Subsequent notice of cancellation or diversions actually accomplished as a result of mass cancellation will be in the format of supply status (document identifier code "AE__") containing status code "BQ" or "B4" for each line item canceled. Supply status (document identifier code "AE__"), containing status code "B8" will be furnished to all eligible recipients for each line item not canceled or diverted.

25.29.11.5. Supply sources will provide storage and procurement activities with cancellation requests (document identifier codes "AC7"/"ACM") for all unconfirmed MROs, purchase requests and MRCs which indicate that shipment to overseas activities has been made within 45 days of the effective date of the mass cancellation. The document identifier code "AC7"/"ACM" will be prepared in the same format as the document identifier code "AC6"/"ACP" documents. Document identifier code "AC7"/"ACM" documents are mandatory when MROs/purchase requests have been issued on another service/agency.

25.29.11.6. Supply sources will not provide storage and procurement activities with cancellation requests when:

25.29.11.6.1. In receipt of MRCs which evidence that shipment has been accomplished by parcel post.

25.29.11.6.2. In receipt of MRCs which evidence that shipment to CONUS activities has been accomplished.

25.29.11.6.3. In receipt of MRCs which evidence that shipment to overseas customers was accomplished more than 45 days prior to the receipt of the mass cancellation request.

25.29.11.7. The following rules apply to mass cancellation of shipments from storage:

25.29.11.7.1. Upon receipt of the mass cancellation request(s), and pending the receipt of single line cancellation request(s) (document identifier code "AC7") from the supply source, the storage activity will identify and inhibit further processing of all affected MROs where the item(s) have not been released to carrier for delivery to consignee.

25.29.11.7.2. For those overseas shipments which meet the mass cancellation criteria and which have entered the DTS within 45 days of the date of the mass cancellation message the storage activity will generate a shipment status document (document identifier code "AU7") to the DAAS. The document identifier code "AU7" will be prepared in the same format as the document identifier code "AU1" document.

25.29.11.7.3. Storage activities will accomplish cancellation for all items for which single line cancellation requests are received from the supply source and the item(s) have not been released to carrier for delivery to consignee.

25.29.11.7.4. Storage activities will advise the supply source of actions taken by storage in response to

cancellation requests. When the shipment has not been released to carrier for delivery to the consignee and cancellation is accomplished, advice to the supply source will be prepared in the same format as the cancellation request document, with the exception that columns 4-6 will contain the routing identifier code of the supply source to which the document will be transmitted and columns 67-69 will contain the routing identifier code of the activity preparing the document. The document will contain document identifier code "AG6."

25.29.11.7.5. When storage activities do not accomplish cancellation, the supply source will be furnished supply status document identifier code "AE6," reflecting status code "B8."

25.29.11.7.6. Storage activities in receipt of transportation confirmation of shipment diversion documents will generate to the appropriate source of shipment a document identifier code "AG6" for the requisition(s) contained within the shipment unit. The document identifier code "AG6" in this instance will contain, in addition to the normal data elements, the DODAAC of the new consignee in columns 45-50.

25.29.11.7.7. Storage activities in receipt of transportation denial of shipment diversion documents will generate to the appropriate source of supply a document identifier code "AU__." This document will be prepared in accordance with part four, chapter 2, attachment B-14.

25.29.11.8. All rules governing the single line cancellation of shipments from procurement also apply to requests for mass cancellation, except as modified herein:

25.29.11.8.1. The supply source will initiate cancellation requests for all items scheduled for direct delivery, and for which purchase requests have been submitted, regardless of materiel costs.

25.29.11.8.2. Procurement activities will not initiate actions with the DTS to cause diversion of shipments at terminals.

25.29.11.8.3. For those overseas shipments which have entered the DTS within 45 days of the date of the mass cancellation message, or from the date of receipt of the document identifier code "ACM" from the source of supply, the procurement activity will generate a shipment status document (document identifier code "AU7") to the DAAS. The document identifier code "AU7" will be prepared in the same format as the document identifier code "AUI" document.

25.29.11.8.4. Procurement activities in receipt of confirmation of shipment diversion document(s) will generate to the appropriate source of supply a document identifier code "AG6" for the requisition(s) contained within the shipment unit. The document identifier code "AG6" in this instance will be prepared from the data available in the original document identifier code "ACM," or purchase request, except that it will contain the document identifier code "AG6" and indicate in columns 45-50 the DODAAC of the new consignee.

25.29.11.8.5. Procurement activities in receipt of denial of shipment diversion documents will generate to the appropriate source of supply a document identifier code "AU." This document will be prepared in accordance with part four, chapter 2, attachment B-14.

25.29.12. Disposition of frustrated shipments/materiel:

25.29.12.1. The disposition of frustrated shipments at water/aerial port of embarkation (POEs) which are the result of mass cancellation action will be as follows:

25.29.12.1.1. Shipments from DOD storage points, or from commercial vendors acting under the direction of a DOD procuring activity, will be diverted to the predesignated storage sites of the shipping/procuring service/agency.

25.29.12.1.2. Shipments from GSA storage points, or from commercial vendors acting under the direction of a

GSA procuring activity, will be diverted to predesignated GSA credit return activities.

25.29.12.1.3. DTS attempts to divert/frustrate shipments will terminate 45 days from the effective date of the mass cancellation message.

25.29.12.2. It is recognized that certain strategic and tactical operations or political considerations may dictate that all shipments for a given consignee be stopped or diverted. In these most restrictive of shipment diversion situations economic considerations, that is, the comparison of accessorial costs of stopping, holding and returning the materiel to depots/storage activities, the value of the canceled materiel and costs of the receiving activity to perform the necessary processing or reprocessing of the materiel are not controlling factors. In most situations, however, the strategic, tactical, or political environment is such that complete disregard of these economic considerations is not warranted. In order to accommodate these varying environmental requirements, the DTS has provided for three diversion precedences. These diversion precedences are described herein. The designation of which diversion precedence is to be employed by the DTS is a mandatory entry of all mass cancellation announcements.

25.29.12.2.1. Diversion precedence ALPHA (Extreme). The assignment of diversion precedence "ALPHA" is authorized only under extreme conditions such as dictated by executive order, political or judicial decisions, foreign policy, and major catastrophes. Under this condition stop action will be affected on all cancel-eligible shipments without regard to cost, including the possibility of ship or aircraft diversion. Consolidation containers, including SEAVANS, with only a partial load of cancel-eligible cargo will be stopped short of lift regardless of transportation priority or service/ agency mix for the cargo unaffected by the stop action.

25.29.12.2.2. Diversion precedence BRAVO (Exception). The assignment of diversion precedence "BRAVO" is authorized only under exceptional conditions dictated by directed need for evaluation of cancel-eligible program or special project shipments in a consolidation container, including SEAVAN, which collectively represent less than 50 percent of the container contents by cube. Action to stop and frustrate containers for review and possible diversion under this condition will be limited to single service loads of the canceling service. Since stop actions for these situations can have a significant impact in cargo booking arrangements, commercial terminal management and availability of cargo staging areas, service/agency headquarters authorizing the precedence must be prepared to justify the action. Charges for handling "BRAVO" stop actions must be cost effective. Consolidated shipments qualifying for stop/divert action as specified under "CHARLIE," will automatically be stopped for diversion prior to lift in accordance with paragraph 25.29.12.

25.29.12.2.3. Diversion precedence CHARLIE (Routine). The assignment of diversion precedence "CHARLIE" is considered to be routine and should normally be used for most all mass cancellation actions. Under this precedence, stop action for shipment units in SEAVANS, CONEXs, or similar type consolidation containers will be attempted only when their collective contents (cube) exceed 50 percent of toted contents by cube. Disposition will be in accordance with paragraph 25.29.12.1.

25.29.12.2.4. Non-consolidated shipment units. Cancel-eligible shipment units that have not been consolidated into a consolidation container with other shipment units will be stopped and diverted by the POE up to the point of lift under ALPHA, BRAVO, or CHARLIE conditions. Additional ship or aircraft diversions after lift will be considered only for condition ALPHA. Diversion of cancel eligible shipments at or beyond the port of debarkation (POD) for precedence BRAVO and CHARLIE will be the responsibility of the appropriate theater, force, logistics or type commander.

25.29.12.3. For those mass cancellation requests which specify FSC, FSG, NSN, or part number data the DTS will stop and frustrate, for service review, all shipments of the canceling service for the affected consignee(s).

Disposition of cancel eligible shipments at or beyond the POD will be the responsibility of the appropriate theater, force, logistics, or type commander.

25.29.12.4. The DTS will generate specified documentation for the following categories of shipments:

25.29.12.4.1. For all shipments which are diverted, as a result of mass cancellation, the DTS will generate a confirmation of shipment diversion document to the DAAS. The confirmation of shipment diversion will contain complete transportation control movement document (TCMD) data for each shipment unit and, if available, the contract number. In addition:

25.29.12.4.1.1. For shipments which are diverted in accordance with prepositioned instructions, the DTS will generate a GBL to the new consignee.

25.29.12.4.1.2. For shipment unit(s) which are frustrated under paragraph 25.29.12.2.2. or 25.29.12.3., the DTS will generate a request for disposition instructions to the DAAS, which will route the document(s) to the appropriate contact point. In situations where the designated contact point is a co-located liaison office the request for disposition instruction documents will be listed and provided the contact point direct. After receipt of disposition instructions for such frustrated shipments the DTS will prepare a GBL or other appropriate document for the new consignee.

25.29.12.4.1.3. For shipments intransit to, at, or between the POD and the overseas consignee the overseas DTS activity will request disposition instructions from the appropriate theater, force, logistics, or type commander's designated contact point(s).

25.29.12.4.2. For shipments which have been intransit between the WPOE/APOE and the overseas consignee less than 30 days the DTS will:

25.29.12.4.2.1. Generate a listing of the manifest shipment unit data, vessel/aircraft identification and departure date, water port of debarkation/aerial port of debarkation (WPOD/APOD) and estimated time of arrival. This listing will be disseminated to the affected overseas command component, the appropriate WPOD/APOD and to the designated contact point, if requested.

25.29.12.4.2.2. Generate denial of shipment diversion documents for each individual shipment unit(s) to the DAAS.

25.29.12.5. Storage sites in receipt of diverted shipments will report the receipt to the appropriate source of supply in accordance with DOD 4140.22-M (MILSTRAP). Reconsignment/disposition will be as directed.

25.29.12.6. The service/agency initiating the cancellation requests applicable to US forces requisitions will be charged with:

25.29.12.6.1. Transportation and terminal costs associated with holding, stopping, and returning materiel to depots/storage,

25.29.12.6.2. Procurement termination costs when it is determined that termination is in the best interest of the Government,

25.29.12.6.3. Excess transportation costs that may be incurred when moving the cargo unaffected by the mass cancellation action. Specific instructions concerning materiel transportation charges and credit allowances are contained in the DOD Directives 7200.7, 7420.1, and 4100.37, DOD Instruction 7220.13 and Federal Property Management Regulation 101-27.

25.29.13. Processing of mass cancellation documents by DAAS:

25.29.13.1. Upon receipt of the mass cancellation message, the DAAS will begin the establishment of a transportation to supply documentation correlation (TSDC) File. As the supply shipment status (document identifier code "AU7") documents are received from the storage activities they will be entered into the TSDC file.

25.29.13.2. When confirmation of shipment diversion documents are received from the DTS, the DAAS will match the transportation control number (TCN) with the TCN in all applicable document identifier code "AU7" documents in the TSDC file. The DAAS will generate a document identifier code "AE9" with supply status code "B6" for each document identifier code "AU7" matched to the source of supply indicated by the routing identifier code in columns 4-6 of the document identifier code "AU7." In this instance the "AE9" will contain the DODAAC of the new consignee in columns 45-50.

25.29.13.3. When denial of shipment diversion documents are received from the DTS, the DAAS will match the TCN with the TCN in all applicable document identifier code "AU7" documents in the TSDC file. The DAAS will generate a document identifier code "AE9" with supply status code "B8" for each document identifier code "AU7" matched to the source of supply indicated by the routing identifier code in columns 4-6 of the document identifier code "AU7."

25.29.13.4. When request for disposition instruction documents are received from the DTS, the DAAS will match the TCN with the TCN in all applicable document identifier code "AU7" documents in the TSDC file. The DAAS will generate a narrative message to the designated canceling Service contact point(s) which provides the contact point(s) with the TCMD document data, plus all supporting document identifier code "AU7" document(s) which comprise the shipment.

25.29.13.5. For those document identifier code "AU7" documents on which confirmation/denial of shipment diversion, or request for disposition instruction documents are not received within 21 days of the date of the mass cancellation message the DAAS will initiate a shipment tracer action in accordance with DOD 4500.32-R (MILSTAMP) to the POE indicated in columns 78-80 of the document identifier code "AU7."

25.29.13.6. When confirmation/denial of diversion, or request for disposition instruction, documents are received from the transportation clearance authorities, and the DAAS does not find a corresponding document identifier code "AU7" record within the TSDC file, the DAAS will forward the documents to the shipping activity identified in the transportation mass cancellation status documents.

25.30. Unused.

25.31. Unused.

25.32. Unused.

25.33. Unused.

25.34. Unused.

25.35. Unused.

SECTION C--DATA SERVICES PROCEDURES.

25.36. General.

25.36.1. Procedures contained in this section are applicable to the preparation of requisitions and other necessary supporting actions under MILSTRIP as prescribed herein. This action will be accomplished by either statistical service personnel or base supply personnel dependent upon location and/or operational control of

machines and equipment.

25.37. PCAM Cards And Files.

25.37.1. DD Form 1348m, "DOD Single Line Item Requisition System Document (Mechanical)."

25.37.1.1. Prepared as a requisition card (paragraph 25.38.).

25.37.1.2. Prepared as a supply status card (paragraph 25.40.).

25.37.1.3. Prepared as a shipment status card (paragraph 25.40.).

25.37.1.4. Prepared as a follow-up card (paragraph 25.41.).

25.37.1.5. Prepared as a reply to follow-up - supply status card (paragraph 25.41.).

25.37.1.6. Prepared as a reply to follow-up - shipment status card (paragraph 25.41.).

25.37.1.7. Prepared as a cancellation request card (paragraph 25.42.).

25.37.1.8. Prepared as a reply to cancellation request-supply status card (paragraph 25.42.).

25.37.1.9. Prepared as a reply to cancellation request-shipment status card (paragraph 25.42.).

25.37.1.10. Prepared as a redistribution order (RDO) card (paragraph 25.44.).

25.37.1.11. Prepared as an RDO denial card (paragraph 25.44.).

25.37.1.12. Prepared as an RDO follow-up card (paragraph 25.44.).

25.37.1.13. Prepared as a reply to an RDO follow-up -supply status card (paragraph 25.44.).

25.37.1.14. Prepared as a reply to an RDO follow-up -Shipment status card (paragraph 25.44.).

25.38. Preparation Of Requisitions.

25.38.1. A DD Form 1348m will be prepared for each item requisitioned. Various types of equipment may be utilized in the preparation of DD Form 1348m cards. Regardless of the type of equipment employed, the following instructions will apply:

| Field Designation | Card Cols | Special Instructions |
|----------------------------|-----------|---|
| Document identifier (Note) | 1-3 | Enter as indicated. |
| Routing identifier | 4-6 | Enter as indicated. |
| Media and status | 7 | Enter as indicated. |
| Stock number | 8-22 | Enter as indicated. Suffix with spaces. |
| Unit of issue | 23-24 | Enter as indicated. |
| Quantity | 25-29 | Prefix with zeros. |
| Document number | | |
| Service | 30 | Enter as indicated. |
| Requisitioner | 31-35 | Enter as indicated. |
| Year | 36 | Enter as indicated. |

| | | |
|--|-------|--|
| Day | 37-39 | Prefix with zeros. |
| Serial | 40-43 | Prefix with zeros. |
| Demand | 44 | Enter as indicated. |
| Supplementary address | | |
| Service | 45 | Enter as indicated, space if no entry. |
| Address | 46-50 | Enter as indicated, space if no entry. |
| Signal | 51 | Enter as indicated. |
| Fund | 52-53 | Enter as indicated, space if no entry. |
| Distribution | | |
| Reserved | 54 | Enter a numerical zero. |
| Purpose code, ownership code, or system designator | 55-56 | Prefix with zero. |
| Project | 57-59 | Enter as indicated, space if no entry. |
| Priority | 60-61 | Enter as indicated, space if no entry. |
| Required delivery date | 62-64 | Enter as indicated, space if no entry. |
| Advice | 65-66 | Enter as indicated, space if no entry. |
| Technical order | 67-80 | Enter as indicated, space if no entry. |

NOTE: when a request requires remarks not provided for In the requisition format, a "5" or "E" will be entered in column 3 and all such remarks will be entered In the remarks portion, DD Form 1348m. If remarks space is used, this requisition can only be transmitted by mail, message, or telephone. Trailer cards will not be used and this type of request will not be submitted by DCS AUTODIN.

25.38.2. DD Forms 1348m will be interpreted as follows:

| Field Designation | Card Cols | 80 Column Interpretation | 60 Column Interpretation |
|---------------------|-----------|--------------------------|--------------------------|
| Document identifier | 1-3 | 1-3U | 1-3L |
| Routing identifier | 4-6 | 4-6U | 4-6L |
| Media and status | 7 | 7U | 7L |
| Stock Number | 8-22 | 8-22U | 8-22L |
| Unit of issue | 23-24 | 23-24U | 23-24L |
| Quantity | 25-29 | 25-29U | 25-29L |
| Document number | 30-43 | 30-43U | 23-36U |

| | | | |
|------------------------|-------|--------|--------|
| Demand | 44 | 44U | 38U |
| Supplementary address | 45-50 | 45-50U | 40-45U |
| Signal | 51 | 51U | 47U |
| Fund | 52-53 | 52-53U | 32-33L |
| Distribution | 54-56 | 54-56U | 34-36L |
| Project | 57-59 | 57-59U | 37-39L |
| Priority | 60-61 | 60-61U | 40-41L |
| Required delivery date | 62-64 | 62-64U | 42-44L |
| Advice | 65-66 | 65-66U | 45-46L |
| Technical order | 67-80 | 67-80U | 47-60L |

25.39. Transmission Of Requisitions.

25.39.1. Requisitions will be transmitted to the appropriate materiel managers as prescribed in chapter 24.

25.39.2. DD Forms 1348m to be transmitted by mail will be reproduced 80/80 on DD Forms 1348m. The reproduced deck will be interpreted as prescribed in paragraph 25.38.2.

25.39.2.1. The reproduced deck of DD Forms 1348m will be placed in sequence of routing identifier (columns 4-6), separately packaged, and mailed to the individual materiel managers as prescribed in paragraph 25.19.5.

25.39.3. Unless other means are available for attaining cross-reference data cognizance according to paragraph 25.22., all original DD Forms 1348m representing requisitions submitted will be reproduced, interpreted, arranged in document number sequence, and processed into the cross-reference file.

25.39.4. The original DD Forms 1348m will be arranged In sequence by stock or part number and forwarded for establishment of due-in files as prescribed in paragraph 25.21.

25.40. Status Data.

25.40.1. Supply and shipment status information will be received from materiel managers showing action taken on requisitions. Data received will be identified by the second position of the document identifier; that is, "E" for supply status and "S" for shipment status.

25.40.2. Status data will be received by DD Form 1348m cards or messages. Messages received will be in the format outlined in paragraph 25.20.3.1. Status data will be keypunched into DD Form 1348m, as follows:

25.40.2.1. Instructions in paragraph 25.38.1. for keypunching date, DD Forms 1348m, will be used to enter data in columns 1-61 of cards prepared on supply status. Data in columns 62-80 will be entered as follows:

| Field Designation | Card Cols | Special Instructions |
|-------------------------|-----------|--|
| Estimated shipping date | 62-64 | Enter as indicated. Space if no entry. |
| Status | 65-66 | Enter as indicated. |

| | | |
|--------------------|-------|---------------------|
| Routing identifier | 67-69 | Enter as indicated. |
| Reserved | 70 | Blank. |
| Transaction day | 71-73 | Enter as indicated. |
| Unit price | 74-80 | Enter as indicated. |

25.40.2.2. Instructions in paragraph 25.38.1. for keypunching data, DD Forms 1348m, will be used to enter data in columns 1-50 of cards prepared on supply status. Data in columns 62-80 will be entered as follows:

| Field Designation | Card Cols | Special Instruction |
|-------------------------|-----------|---------------------|
| Transaction Date | 62-64 | Processing date. |
| Status | 65-66 | As applicable. |
| Routine identifier | 67-69 | Enter as indicated. |
| Estimated Shipping date | 70-73 | As applicable. |
| Unit price | 74-80 | Enter as indicated. |

25.40.3. Status cards received from materiel managers and those prepared from messages will be sorted to sequence of stock number, and forwarded for maintenance of the due-in file.

25.41. Follow-Ups On Requisitions.

25.41.1. Follow-tips on DD Forms 1348m will be prepared as follows:

25.41.1.1. When supply status information has not been received, follow-up cards will be prepared in the same format as the requisitions, with the exception that the document identifier field (columns 1-3) will contain the document identifier code for follow-up cards (attachment 12, chapter 9).

25.41.1.2. When supply status information has been received, follow-up cards will be prepared In the format of the latest supply status cards received with the following exceptions:

25.41.1.2.1. Document identifier (columns 1-3) - Enter the document identifier code for follow-up cards.

25.41.1.2.2. Routing identifier (columns 4-6) -Enter the routing identifier shown in columns 67-69 of supply status cards.

25.41.1.2.3. The remaining columns of follow-up cards (columns 7-80) will be reproduced from the appropriate supply status cards.

25.41.2. Follow-ups will be submitted in accordance with the transmission criteria applicable to the assigned priority designator contained in the original requisition as prescribed in chapter 24. When follow-up cards are to be forwarded by electrical message or mail, these cards will be placed in sequence of routing identifier (columns 4-6). For those entitled to electrical message treatment, the DD Forms 1348m may be used for preparation of separate messages for each materiel manager. Those not entitled to this treatment will be packaged and mailed to appropriate materiel managers as prescribed in paragraph 25.23.5.3.

25.41.3. Replies to follow-ups will be received in the format of supply status or shipment status.

25.41.3.1. Replies in the format of supply status will be identified by code "E" In the second position (column 2), document identifier field.

25.41.3.2. Replies in the format of shipment status are identified by code "S" second position document identifier field. When materiel is in process of being shipped, columns 51 and 62-80 will be blank and the estimated shipment date (ESD) shown in columns 57-59.

25.42. Cancellation of Requisitions.

25.42.1. Cancellations will be prepared and processed as follows:

25.42.1.1. The second position of the document identifier field will contain the code "C" (attachment 12, chapter 9).

25.42.1.2. Cancellation cards, with exception of the document identifier field, will be completed and transmitted as prescribed in paragraph 25.41.

25.42.2. Replies to cancellation requests will be received in the format of supply status or shipment status.

25.42.2.1. Replies in the format of supply status will be identified by code "E" in the second position (column 2), document identifier field.

25.42.2.2. Replies in the format of shipment status are identified by code "U," second position, document identifier field. When materiel is in process of being shipped, columns 51 and 62-80 will be blank and the ESD shown in columns 57-59.

25.43. Modifying Requisitions.

25.43.1. Requisition modifiers will be prepared in the same format as requisitions with the following exceptions:

25.43.1.1. Document identifier (column 1-3) -The second position, document identifier field, will contain the code "M" (attachment 12, chapter 9)

25.43.1.2. Routing identifier (columns 4-6)-When supply status has been received, enter the routing identifier shown in columns 67-69 of supply status cards.

25.43.1.3. Media and status code (column 7)-Enter media and status code as designated.

25.43.1.4. Distribution (columns 54-56) - Enter the codes as indicated on the source document.

25.43.1.5. Priority (columns 60-61)-- Enter the priority designator applicable to the requisition modifier.

25.43.1.6. Required delivery date (columns 62-64) --Enter the required delivery date or the expedited handling/MICAP identifier prescribed by chapter 24.

25.43.2. Requisition modifiers will be submitted in accordance with the transmission criteria applicable to the assigned priority designator as prescribed in chapter 24.

25.44. Redistribution Orders.

25.44.1. The RDOs received from materiel managers will be identified by the code "2," second position, document identifier field.

25.44.2. The RDOs received by messages will be key-punched into DD Forms 1848m, as required for supply processing. Instructions in paragraph 25.33.1., for keypunching data in columns 1-66, DD Forms 1348m, will be used to enter data in columns 1-66, DD Forms 1348m, prepared from messages on RDOs with the exception of the routing identifier (columns 4-6) and demand/suffix (column 44) fields which may be blank. Data in columns

67-80 will be entered as follows:

| Field Designation | Card Cols | Special Instructions |
|------------------------------------|-----------|---|
| Date received | 67-69 | Keypunch date received. |
| Ownership or purpose code | 70 | Keypunch as indicated. |
| Material condition | 71 | Keypunch as indicated. |
| Management code | 72 | Keypunch as indicated. Space if no entry. |
| Type of account | 73 | Keypunch as indicated. |
| Routing identifier | 74-76 | Keypunch as indicated. |
| Stock record account serial number | 77-80 | Keypunch as indicated. |

25.44.3. The RDO denials will be prepared in the format of RDOs, with the following changes:

25.44.3.1. Document identifier (columns 1-3)-Enter code "B7," columns 1-2, of this field. Column 3 will remain as shown in the RDO.

25.44.3.2. Routing Identifier (columns 4-6)-Enter the routing Identifier shown, columns 74-76, of the RDO.

25.44.3.3. Quantity (columns 25-29)-Enter the quantity denied.

25.44.3.4. Columns 67-69-Enter the numerical day of the year on which the RDO was processed.

25.44.3.5. Columns 70-72 -Depot supply classes at depots, system managers (SMs) and weapon system control points (WSCPs) will enter the data shown on the RDO. AF bases will leave then columns blank.

25.44.3.6. Routing identifier (columns 74-76) -Depot supply classes at depots, SMs, and WSCPs will enter their routing identifier code; AF bases will leave this field blank.

25.44.4. The RDO denial cards will be forwarded according to the transmission criteria applicable to the assigned priority designator contained therein, as prescribed in chapter 24. when RDO denial cards are to be forwarded by message or mail, cards will be placed In sequence of routing identifier (columns 4-6) and document number (columns 30-48). These cards will, depending upon assigned priority, then be used for the preparation of messages or packaged and mailed, as prescribed in paragraph 25.26.6. NOTE: When shipments are effected, RDO confirmation cards will be prepared as prescribed in chapter 5.

25.44.5. Follow-ups received from AF materiel managers on RDOs are identified by code "BF7," document identifier field. These cards will be forwarded for processing as prescribed in paragraph 25.26.8.

25.44.6. Replies to RDO follow-ups will be prepared in the format of supply status cards and shipment status cards.

25.44.6.1. Supply status cards prepared in reply to RDO follow-ups will be in the format of RDOs with the following changes:

| Field Designation | Card Cols | Special Instructions |
|---------------------|-----------|----------------------|
| Document identifier | 1-3 | Keypunch "BT7". |

| | | |
|-----------------|-------|------------------------|
| Quantity denied | 25-29 | Keypunch as indicated. |
| Reserved | 62-64 | Blank. |
| Status | 65-66 | Keypunch as indicated. |
| Reserved | 67-72 | Blank. |

NOTE: Columns 4-24, 30-61, and 73-80 may be reproduced from the RDO follow-up card.

25.44.6.2. When materiel has been shipped, replies to RDO follow-ups will be identified by cod. "BL7," document Identifier field, and prepared in the format of shipment status cards. In those instances where RDOs have been processed for release but materiel has not yet been delivered to a carrier for shipment, replies will be identified by code "BL7," document number field, and prepared in the format of shipment status cards with the variation that columns 51 and 6240 will be left blank and an ESD entered in columns 57-59.